Technology Tips Guide

OS X YOSEMITE

564 TIPS, TRICKS & TECHNIQUES – GET THE MOST FROM OS X YOSEMITE TODAY!





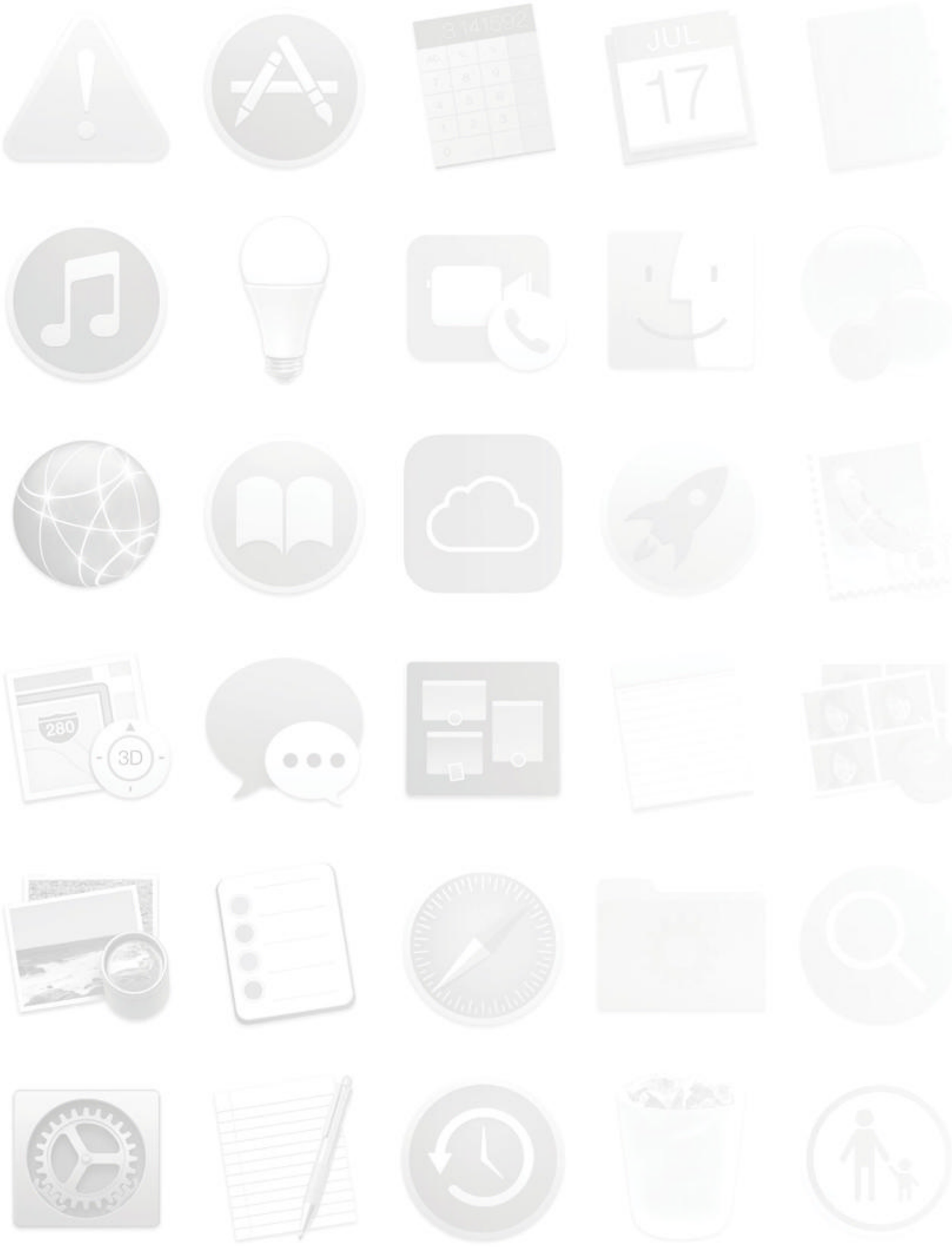






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OS X YOSEMITE

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OS X YOSEMITE

EDITORIAL TEAM

ART EDITOR
Jamie Schildhauer

EDITOR
Rob Carney

CONTRIBUTORS
Paul Blachford, Ian Evenden, Craig Grannell, Christian Hall, Lucy Hattersley, Rosie Hattersley, Al Stonebridge, Alex Summersby, Pete Travers

MANAGEMENT

CONTENT & MARKETING DIRECTOR
Nial Ferguson

HEAD OF CONTENT & MARKETING, TECH
Nick Merritt

GROUP EDITOR-IN-CHIEF
Paul Newman

GROUP ART DIRECTOR
Steve Gotobed

MARKETING

MARKETING MANAGER
Richard Stephens

PRINT & PRODUCTION

PRODUCTION MANAGER
Mark Constance

PRODUCTION CONTROLLER
Vivienne Calvert

CIRCULATION

TRADE MARKETING MANAGER
Juliette Winyard
Phone +44(0)7551 150984

LICENSING

LICENSING & SYNDICATION DIRECTOR
Regina Erak
regina.erak@futurenet.com
Phone +44(0)1225 442244
Fax +44 (0)1225 732275

SUBSCRIPTIONS

UK reader order line & enquiries: 0844 848 2852
Overseas reader order line & enquiries: +44 (0)1604 251045
Online enquiries: www.myfavouritemagazines.co.uk

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www.myfavouritemagazines.co.uk
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OS X YOSEMITE

Welcome!

…to the ultimate guide to OS X Yosemite – 564 amazing tips to get the most from your Mac



OS X Yosemite is the best version of OS X yet. Bringing a refined interface with a raft of new, intelligent features, it helps you get things done faster and enjoy your Mac more. So, in this special from the experts at MacFormat magazine, we bring you a whopping 564 tips to help you in your quest to conquer Yosemite.

What's more, Yosemite, like Mavericks before it is a free upgrade – so there's very little reason (system requirements permitting) not to upgrade. There's some fantastic new features in the latest release, especially if you regularly use your iPhone or iPad with your Mac. For instance, you can now take incoming calls on your iPhone on your Mac, and even start an email (or other document) on your iOS device and – using the Handoff functionality – ping it over to your Mac without having to save and email it. In short, Yosemite can save you heaps of time on your daily tasks.

The new operating system also brings some major enhancements to the likes of Mail, Calendar and Spotlight; and its new iCloud Drive feature means you can have access to your documents whenever you like, wherever you go. And all of this is encompassed in a beautiful new look. We think Yosemite's flatter design looks great, and we know you'll agree.

Over the course of the following pages you'll discover everything you need to know about Yosemite – all in easy-to-digest tips, tricks and techniques. Yosemite may seem like a mountain to climb, but we leave no stone unturned.

So what are you waiting for? Turn the page now to start getting more from your Mac…

Rob Carney, Editor
www.facebook.com/macformat

Why Technology Tips Guides?

Technology Tips Guides are designed to give you ideas and inspiration for exploring the devices or software you own in more detail. Whatever your skill level, each book aims to help you get the best from the products you love by giving you…

✓ A reference guide you can keep on your desk or next to your computer and consult time and time again when you want something new to do or need to solve a problem

✓ New skills you can take with you through life and apply at home or even in the workplace

✓ Maximum enjoyment from your hardware and software – from solving new problems to discovering new things to try, we'll show you the best ways to do everything

✓ Hours of fun thanks to the hundreds of ideas, hints and insider secrets you can use to truly master your device or software

✓ Advice you can take everywhere thanks to the free digital edition of this book – see page 146 for more details

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Welcome to Yosemite

The latest OS offers the perfect combination of simplicity and power

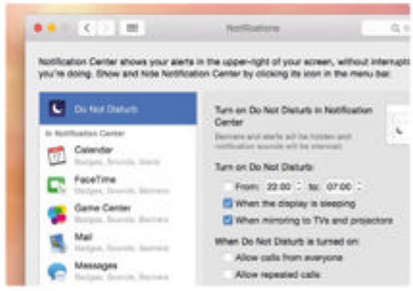
The all-new, all-singing, all-dancing, OS X 10.10 Yosemite is here – and you'll love it! Like its predecessor, OS X 10.9 Mavericks, it continues the theme of Californian place names: Yosemite is named after one of America's most impressive National Parks. Also like Mavericks, Yosemite will cost you nothing: you can download it for free using Software Update on your Mac or from www.apple.com/uk/osx. (Find out more about upgrading from an older Mac or migrating from a Windows PC on page 34 onwards.)

If you have an iPad or an iPhone, you'll be right at home with Yosemite's fresh-looking interface, which takes many a cue from iOS. The new system font is clean and simple, and the transparency of drop-down menus and parts of windows allows for easy navigation and, quite simply, a more pleasant experience.

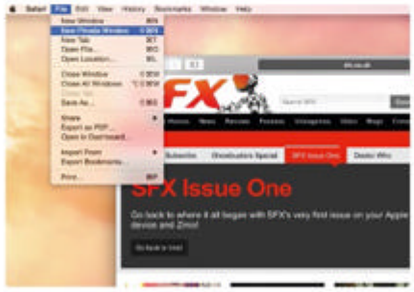
Probably our favourite improvement is the family of 'Continuity' features. Take Handoff, for example: start an email on your Mac, then if you've moved away from your desk, finish it off on your iPhone. Or how about call forwarding – if you can hear your iPhone ringing downstairs but you're working at your Mac upstairs, you can take the call on the desktop! Just about every app has been enhanced, so you'll find improved search, a new Favourites view and easier ways to share in Safari, a new PDF markup feature within Mail itself, and the ability to send large attachments of up to 5GB. And with iCloud Drive, you'll be able to access your stuff anytime, anywhere you go…



The interface has a fresh, clean look with a new system font and simplified icons to provide a real 'easy on the eye' experience.



In addition to simpler tickboxes and pop-up menus, even the window traffic light buttons are simpler and cleaner.



In keeping with iOS, many windows and menus sport a translucent background, which helps to provide context.



The fantastic new Today view in Notification Center will be familiar to you if you use an iPhone or iPad.

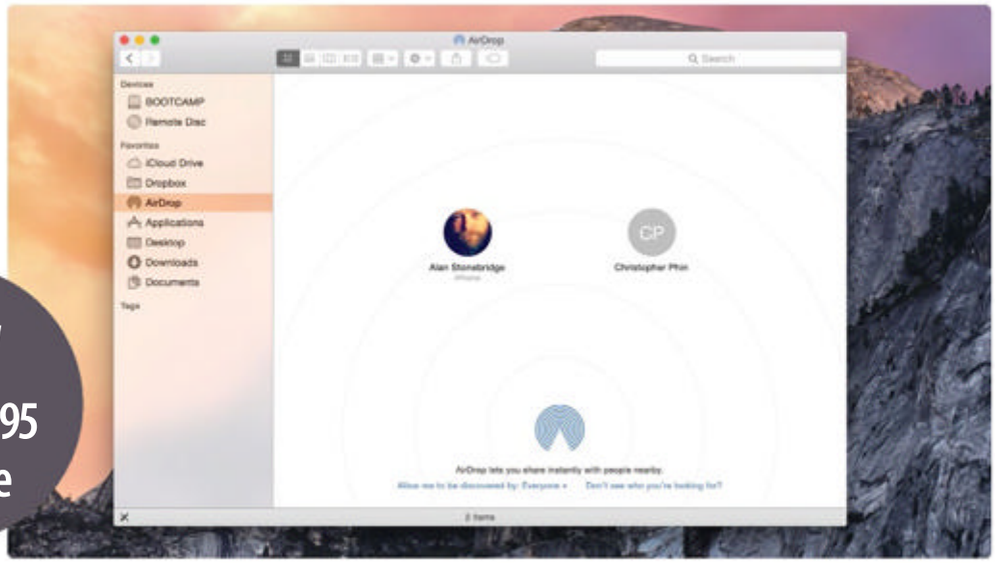


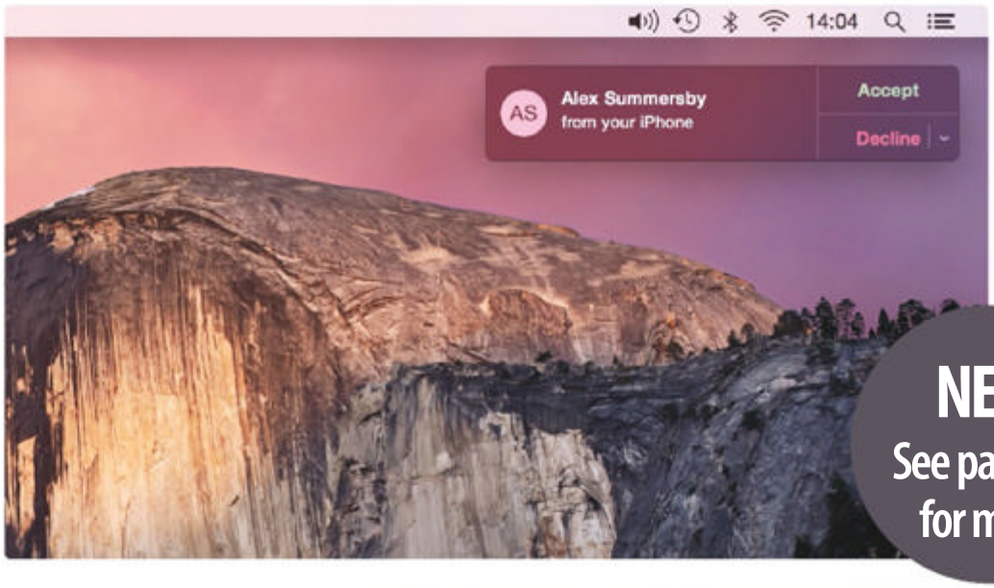
Like Mavericks, Yosemite is available as a free upgrade.

AIRDROP

When AirDrop was introduced, it enabled two nearby Macs to exchange files without formal networking, but now you can use AirDrop to connect to nearby iOS devices as well as Macs – so it's easy to share a photo, a location on a map, a document of almost any kind, and much more.

NEW
See page 95 for more





FORWARD CALLS

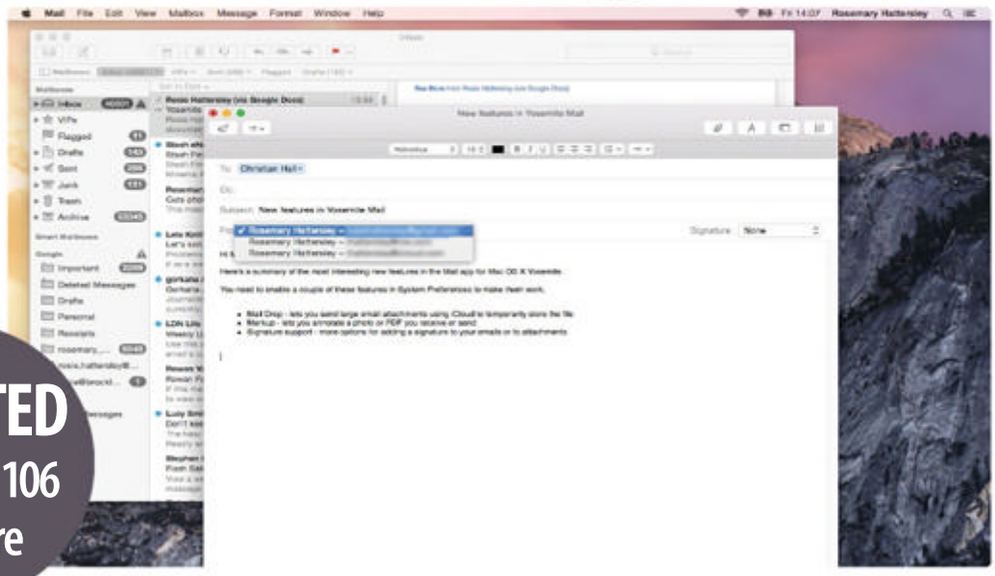
And yet more iOS co-operation! So, picture the scene… You've left your iPhone in your jacket pocket in the hallway. You're upstairs working in your study, and the phone rings. There's no need to rush downstairs – now you can pick up the call on your Mac. It works the other way round too: you can receive and make calls, SMS and MMS messages on all your devices.

NEW
See page 96 for more

MAIL

Now there's no need to upload your large videos or photo collections to the web and send links so that friends and family can see them: with Mail Drop you can send attachments up to 5GB in size. Plus, the new Markup feature enables you to add notes and annotations to attachments within Mail, rather than having to take a round trip to other apps like Preview You can even fill in forms and sign and return documents.

UPDATED
See page 106 for more





NOTIFICATION CENTER

The truly exciting thing about Yosemite is how it has incorporated so much from iOS 8 for a consistent experience, making it especially familiar and useful if you're also using an iPhone or an iPad. An invaluable example is Notification Center's Today view, which gives you at-a-glance access to information, and you can tailor it with the things that really matter to you.

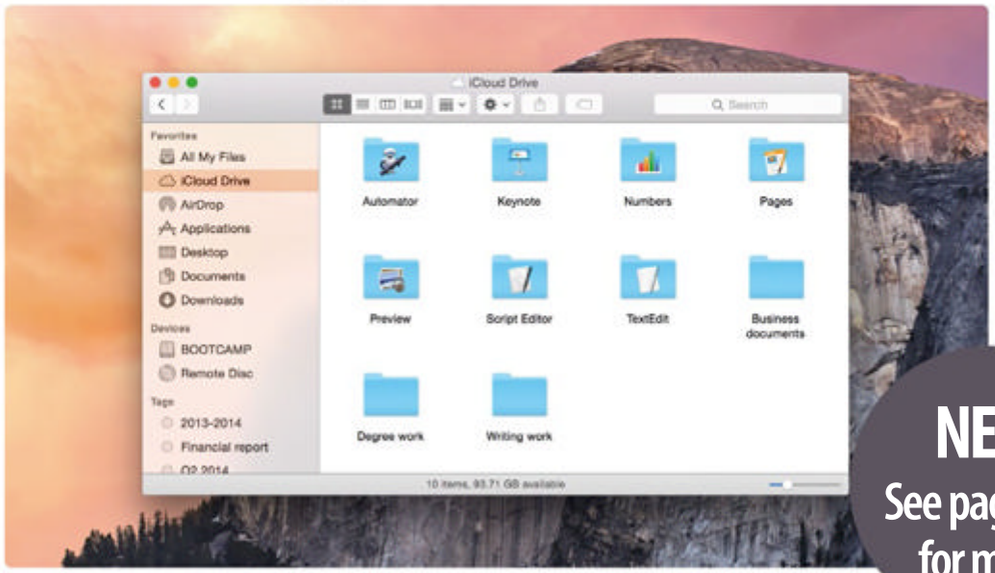
NEW
See page 52 for more

SPOTLIGHT

Spotlight now opens not in a little pop-down menu at the right but in the centre of the screen, so your search results are clear to see. As well as searching for content on your Mac, it includes search results from Wikipedia and elsewhere on the web. Spotlight's pane in System Preferences enables you to choose the order in which search results are listed, ensuring that the things most useful to you are put first.

UPDATED
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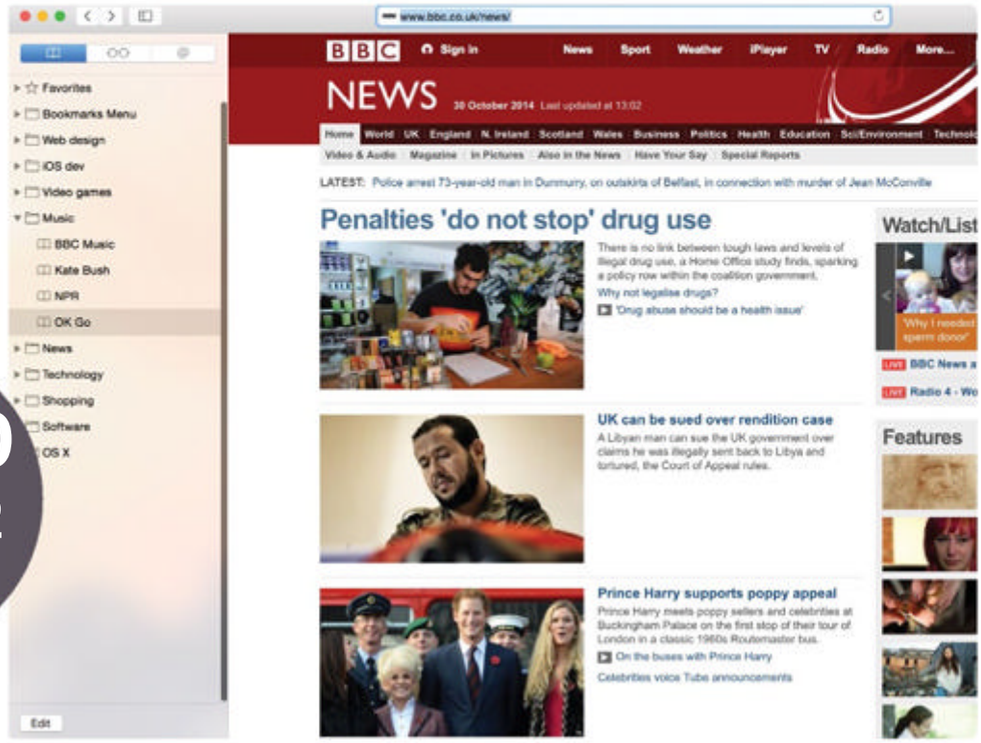
iCLOUD DRIVE

With iCloud Drive, your Mac is now able to sync data with all your iOS devices, so you can make all your documents available on your Mac, your iPad and your iPhone, and be sure that your files are up-to-date on all of them. You get 5GB of storage space for free, and you can even access documents stored in iCloud Drive when you're offline!

NEW
See page 114 for more

SAFARI

Among the nice little touches added to Safari, you'll discover that you can now use trackpad controls to zoom out of pages for an overview of all open pages or tabs. And your favourite and recently visited sites are displayed when you create a new window or tab, putting them only a click away.



UPDATED
See page 102 for more

CONTINUITY FEATURES

This we really like! Linking iOS and OS X are new 'Continuity' features that enable seamless cross-device working. Handoff, for example, allows you to start an email on your Mac, then transfer it to your iPhone to complete. You can do the same with a Safari page, if you're partway through reading something and want to continue on your iPad. Very clever. Very handy.



NEW
See page 97 for more



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Finder File Edit View Go Window Help



53 Hidden features of Apple's new OS!

The new look might take you a while to get used to, but once you do you'll love Yosemite and appreciate the direction in which Apple has taken OS X. But it's not all about the looks, of course. Over the following pages we'll look deep into the stand-out features of Yosemite, bringing you more than 50 amazing tips that will genuinely improve the way you use your Mac. To make things easier to follow, we've categorised the tips around key parts of OS X – from system tips and Finder to iTunes, dictation and Safari. You'll find all the in-depth changes later on in this guide, but for now, delve into these tips to get a sense of what has changed in OS X 10.10.



OS X Yosemite

Your Mac's OS just had a makeover, but there's much more to Yosemite than just a new look. Join us for more than 50 terrific tips…

New versions of OS X have become annual events and are awaited almost as eagerly as a new iMac or MacBook Pro. And now that it's free, there's little reason (system requirements permitting) why you shouldn't upgrade.

Yosemite is a significant upgrade – in terms of the way it makes your Mac look, as well as the way it makes it behave. But changes to the user interface are only the tip of the iceberg. Perhaps most significant is the way Yosemite and iOS 8.1 pull the Mac and Apple's mobile devices even closer together. If you're happy to live in Apple's universe, you'll welcome the way your Mac, iPhone, and iPad can now work together. If you're not, you can still opt out, but you lose out on many benefits of the new OS.

It's not just OS X and iOS that Yosemite pulls closer together – it also supports Family Sharing, the feature of iCloud that enables members of the same household to share apps and media bought with different Apple IDs on all devices.

Elsewhere, Spotlight has been given a much-needed overhaul, and Notification Centre gets a Today View, complete with support for third-party extensions. iCloud Drive also debuts in Yosemite. This means for the first time since iDisk, you can now mount an Apple-hosted volume in the Finder and drag and drop files to it.

Over the following 16 pages we'll give you all the details on Yosemite and show you some of the best hidden tips and tricks to help you squeeze as much out of it as you possibly can.

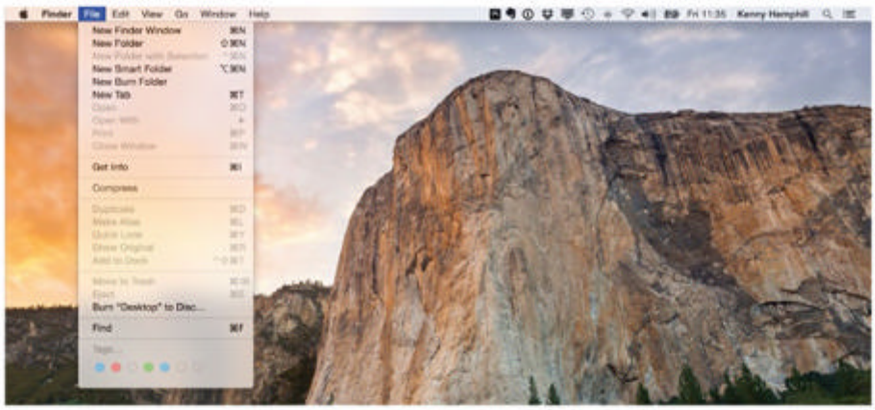
The new User Interface

To say that Yosemite does for the Mac's user interface what iOS 7 did for the iPhone and iPad might be a tad simplistic, but the effect is similar. While the new user interface isn't completely flat, it is noticeably *flatter*. Gone are the glassy textures and other frivolous nods to the third dimension. Where drop shadows still exist, they do so for a reason, to help lift dialog boxes and make them clear, for example.

Yosemite is also more translucent – most obviously with the sidebar in Finder windows. Thankfully, Apple has adjusted the effect so backgrounds are now more blurred, meaning if you have a busy desktop background it won't interfere with elements in the window above. (You can turn it off altogether in the Accessibility pane in System Preferences.)

The system font has changed from Lucida Grande to a slightly modified version of Helvetica Neue, which Apple also uses in iOS. It takes a little getting used to, but we like it. Some of Apple's icons have changed too, again to bring them in line with their iOS cousins.

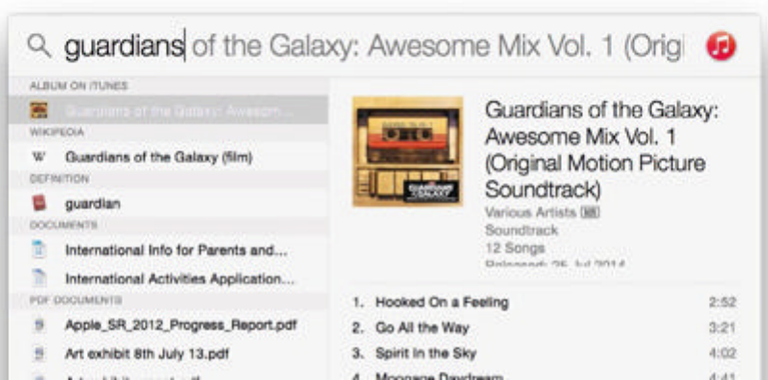
Finally, there's a new Dark Mode, designed to make your Mac more comfortable to use in low-light conditions. Its effect is currently limited to changing the menu bar, Spotlight, application switcher, and Dock to a dark shade of grey. It's not perfect; some third-party menu bar items – Evernote, for example – don't reverse their own colour to a lighter grey and so get lost. Also, you need to invoke Dark Mode manually – you can't set it to come on automatically whenever, say, the backlight on the keyboard comes on.

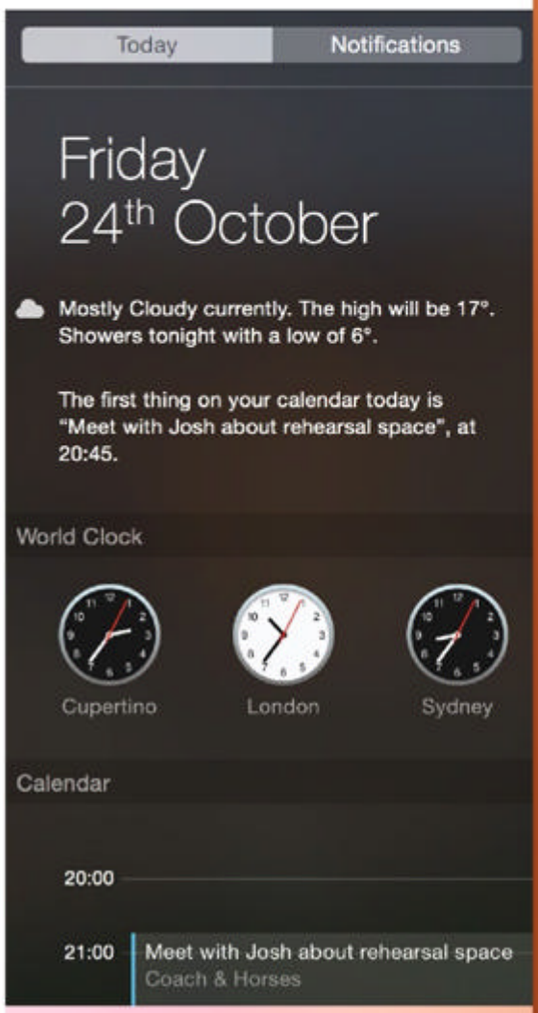


Spiffy Spotlight

Spotlight's almost unrecognisable from its predecessor. No more skulking under the menu bar: it now opens brazenly in the centre of the screen. In fact, it behaves more like a launcher (like Alfred or LaunchBar) than the Spotlight of old.

It's more useful, too. As well as enabling you to search for files and preview their contents, or launch an application, Spotlight now provides direct access to online data sources such as Wikipedia. Type in the name of, say, a movie, and it will pull that entry from Wikipedia and display a snippet. Type in the name of, say, a hotel, and it will show you a map of the area with a pin at its location. It's a terrific update and while it won't pull hardcore Quicksilver users away, it might be enough to tempt the rest of us to use Spotlight more often.





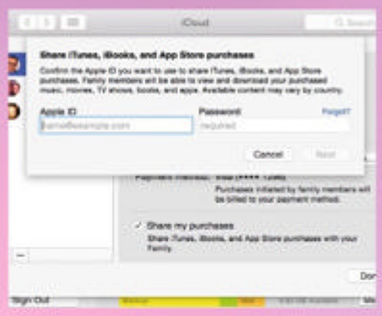
The Today View

Notification Centre in Mavericks was useful, but at the same time limited. The addition of the Today View adds to that usefulness significantly, as it did in iOS.

Prime position is given to the day and date, but below that, you can drag elements such as the World Clock and Weather into the order you want to position them.

You can remove extensions you may not need (yes Stocks, we're looking at you), and you can switch Do Not Disturb on and off, making it easy to control when you get your notifications. Of course, the way all this information is presented has been carefully thought out (would you expect anything less?), so instead of just listing your appointments, for example, it says something like 'The first thing on your Calendar today is…'

Perhaps best of all, though, Today View supports third-party extensions. So if you use a task manager or third-party email app, for example, you may be able to view content from those in the Today View panel.



Family Sharing

The Family Sharing function enables up to six members of the same family to share the content downloaded from iTunes, the App Store and the iBooks Store. It's a great way for family members to avoid buying multiple copies of an app, movie, or album in order to access it on their own device.

When you set up Family Sharing, you'll have to agree to be the 'organiser'. That means whenever anyone you agree to share with makes a purchase on iTunes, the App Store, or the iBooks Store, it will be billed to your credit card. They can also choose to use their own iTunes gift card, or the credit card linked to their own account. If you switch on 'Ask to buy' in Parental Controls, you'll get a notification whenever someone in your Family Sharing group tries to make a purchase at your expense. You'll have to approve the notification for the purchase to go ahead. Ask to Buy is automatically enabled for children under 13.

Family Sharing can only be used with apps that specifically support it, so developers have to agree to you sharing their app by switching on the feature in the iTunes Connect developer portal.

As with all things Yosemite and iOS 8, Family Sharing doesn't exist in a vacuum, it's all part of the wider ecosystem. When you set it up, you'll also be setting up a family calendar in, er, Calendar a family photo album in Photos, and, if you allow it, Family Sharing shares the location of family members using Find My Friends, and the location of everyone's devices using Find My iPhone.



Continuity and Handoff

Continuity is Apple's umbrella term for a number of features in Yosemite, all of which make it easier to share stuff between your Mac and iOS devices.

Perhaps the most exciting element is Handoff. This is a feature that enables you to start working (when writing an email, for instance) in the Mail app on your Mac and continue it on your iPad or iPhone. You can do this without having to save the work first or figure out how to move it from one device to another.

Whenever you have a Handoff-compatible app running on your iPad or iPhone, and it's close by, the app's icon appears to the left of the Mac's Dock. The other way around, the icon of the Mac app appears on the iOS device's Lock screen and at the very left-hand side of the app switcher. Click on the icon on your Mac and it opens the equivalent application, complete with the document you were working on on your iPhone or iPad. On the iOS device, tap the icon and it opens the iOS app with the document ready for you.

Continuity also includes the features in Messages that enable you to send and receive SMS messages, and in FaceTime, where you can make and receive phone calls from your Mac.

For these to work your iPhone needs to be close by and connected to the same Wi-Fi network in the first place. Take note that you'll need to upgrade your iPhone to iOS 8.1 to use the SMS relay in Messages.

iOS 8.1 with Yosemite also enables you to use your iPhone as a Wi-Fi hotspot for your Mac, although your mobile network dictates whether this feature is allowed.

The third element of Continuity is AirDrop. Previously it was only possible to AirDrop files between Macs or between iOS devices, now you can go one further and share them from Mac to iOS device or vice versa.

Continuity pulls some clever behind-the-scenes tricks using Bluetooth 4 and Wi-Fi, but this means it won't work on every Mac that runs Yosemite. You'll need a Mac with Bluetooth 4 (which means anything released before the MacBook Air mid-2011 won't work). The MacBook Air mid-2011 and Mac mini mid-2011 both have Bluetooth 4, but the iMac and MacBook Pro didn't get it until 2012.

Make more of Mail with Markup

The two big new features in Mail are Mail Drop and Markup. Mail Drop enables you to send attachments up to 5GB in size by uploading them to iCloud Drive, then sending the email with special link in it. The recipient can then click the link to download the file. It's not a huge improvement on using, say, Dropbox to accomplish the same task, but it does remove a couple of steps from the process. You will, of course, need to have enough spare capacity in your iCloud storage plan to host the file.

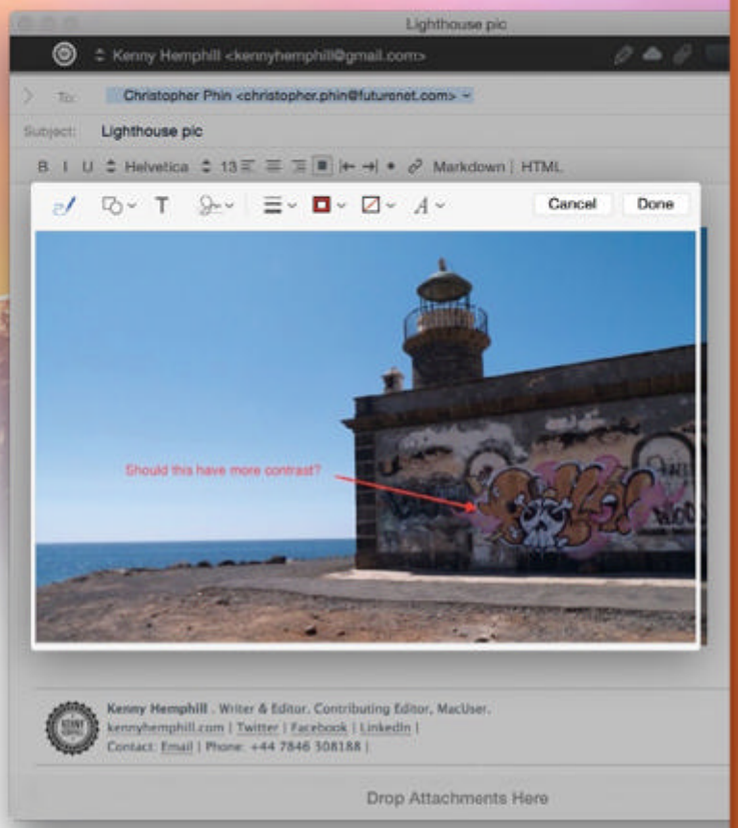
The other big new feature is Markup. It's an extension that enables you to annotate image and PDF attachments from within Mail. This means team members can send attachments back and forth, adding annotations, without leaving Mail.

To use it, click on an attachment to preview it and then click on the icon at the top-left of the window to bring up a toolbar. If you've ever annotated images or PDFs in Preview, you'll have an idea what to expect here – the tools are extremely similar. Yes, it's basic and feels like an app within an app, but without the ability to, say, press ⌘+Z to undo.

While it looks great in the demonstrations, Markup is not the kind of feature we imagine many people will use. It is, however, a great way to demonstrate Extensions, a tool that enables third parties to add functionality to OS X. Specifically, Markup is an Actions Extension, which means it enables you to edit or view content.

Other types of Extensions include: Finder, which enables you to customise the Finder; Share Menu, which adds items to the Share Menu in the Finder and apps which support it; and Today, which adds elements to the Today view in Notification Centre.

Mail has another, smaller change as well. It handles threaded messages differently, displaying both the first name and initial of everyone in the thread in the message preview, rather than just the name of the most recent sender.



Surfing made even simpler with Safari

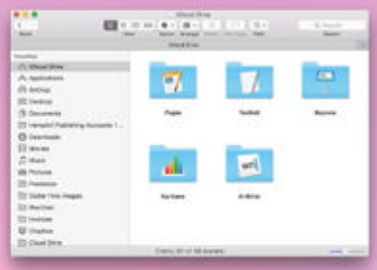
Apple has made Safari's toolbar noticeably shorter to provide more room. However, the main casualty out of this is the Favourites Toolbar, which is now switched off by default – though you can, of course, switch it back on again from the View menu.

But the theory behind this is that many users won't actually need the Favourites toolbar anymore. Why, you ask? When you open a new tab or window in Safari, the default mode is to display your Favourites as tabs in a grid, with frequently visited sites below them. It's a visually appealing and easy way to navigate to those sites you regularly visit, and, in our opinion is a vastly preferable option to Top Sites.



That grid of Favourites also appears below the address bar when you place the cursor in the bar, but disappears as you start to type and Safari tries to predict where you want to go. If you type the name of a book or a movie, for example, Safari will pull the same data as Spotlight for those searches and display a snippet of the relevant entry from Wikipedia.

The tab switcher now resembles the same one as in iOS. Click the button on the toolbar and you'll see a thumbnail view of tabs that are open. Scroll down and you can view them on your iPhone and iPad. You can close tabs on iOS devices too; hover over the name of the tab and a quit 'x' appears to the right of it. Click it to close the tab.



iCloud Drive

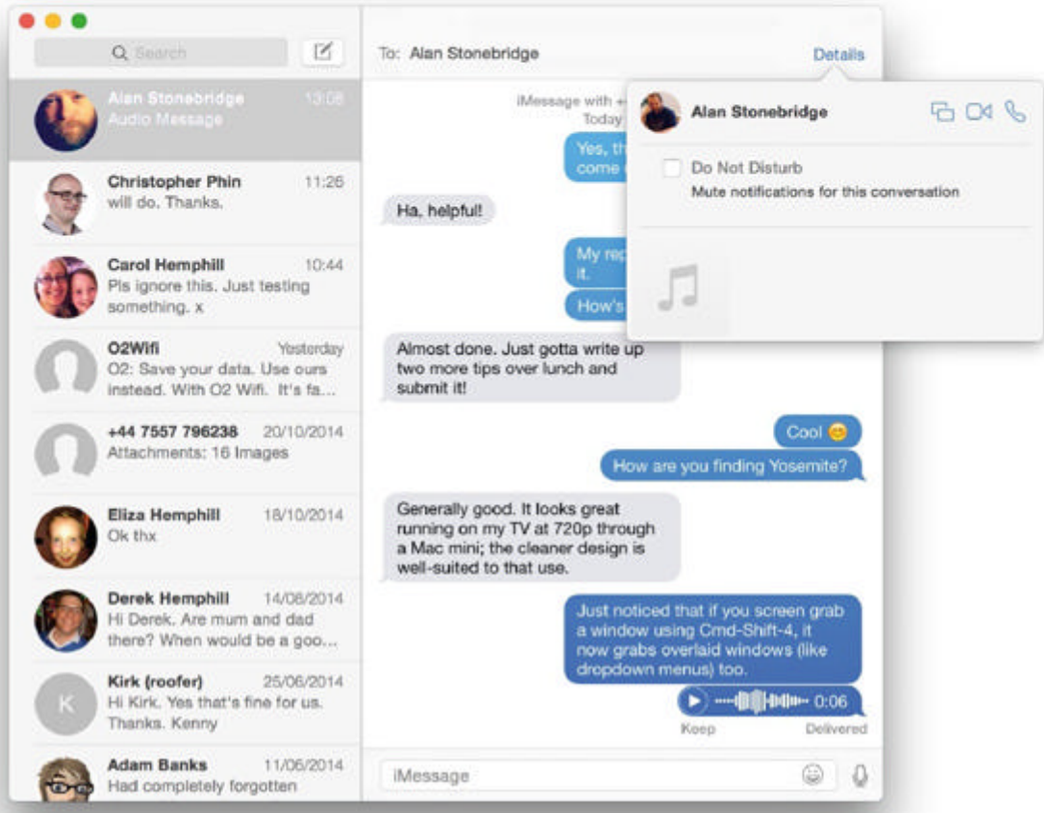
When Apple shut down MobileMe in 2012 and replaced it with iCloud, several features were lost, including the ability to host web pages and photo galleries on Apple's website.

Those haven't reappeared, sadly, but another much missed feature of MobileMe, iDisk, is back with us. Now called iCloud Drive, it mounts in the Finder, just like iDisk, and enables you to drag and drop files and folders to it – your storage allowance permitting.

If you use Apple's iWork apps and store their documents in iCloud you can also access those; they appear in their own folders, one for each iWork app. And, if you use third-party apps such as iA Writer to store documents in iCloud, they have their own folder too, and these can be accessed from the Finder.

Anything stored in iCloud Drive can be accessed from any Mac or iOS device logged in with your AppleID, or by logging into icloud.com from any computer.

It's important to note that iCloud Drive doesn't work with Documents in the Cloud, the system Apple used to share iWork and TextEdit documents before iCloud Drive made an appearance. Once you've upgraded to the new iCloud Drive on one Mac or iOS device it takes precedence, so you won't be able to access documents on any Mac or device that doesn't have iCloud Drive switched on. As iCloud Drive is only supported in iOS 8 and Yosemite, any Mac or iOS device not running the latest OS won't be able to use it or access documents stored there.



Messages: keep in touch

Messages, Apple's Mac app for using its iMessage system, as well as services from Google, Yahoo and others, gets some big updates in Yosemite. They're all linked to iMessage, however – support for other services is increasingly half-hearted.

The most significant addition is the ability to send and receive SMS messages from your Mac. It uses your iPhone as a relay, so you'll need that switched on, close by, and on the same Wi-Fi network. You also need to be logged into the same iCloud account on both devices.

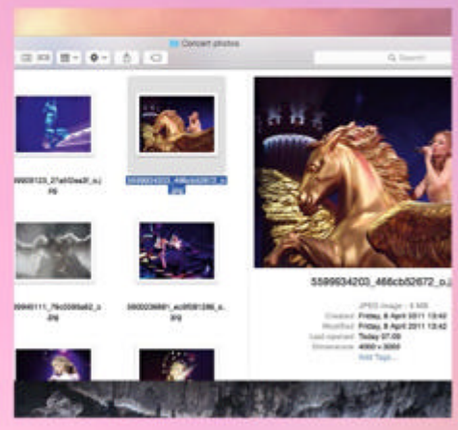
Soundbites is another addition. It enables you to record audio snippets with your Mac's microphone and send them over iMessage. They appear in the Messages window as graphical representations of a sound wave inside a speech bubble, and can be played back by anyone using the Messages app on a Mac or iOS device. Exchange Soundbites with someone, and your Messages window fills up with speech bubbles containing sound waves, rather than text. The audio quality isn't exactly what you'd call brilliant, sounding more like a telephone call (perhaps because of the degree of compression applied to the audio file), but it's good enough to hear what's been said.

On the topic of speech bubbles, these now appear flat in Messages, to match the speech bubbles in iOS (rather than the glassy textured bubbles in Mavericks).

Group messaging has also been beefed up. A new Details button enables you to share your location with others in the group, using Find My Friends behind the scenes. Do that and a map appears with your friends' locations marked on it. You can also start phone calls or FaceTime sessions with individual group members from within Messages, and you can give the group chat session a specific name.

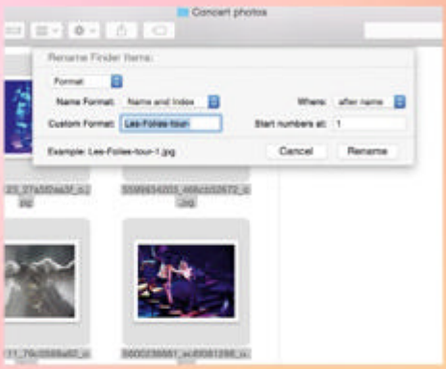
If you want to leave a group conversation, you can do that by clicking Leave Conversation. The Do Not Disturb button switches off new message notifications.

Finder



Preview files within more Finder views

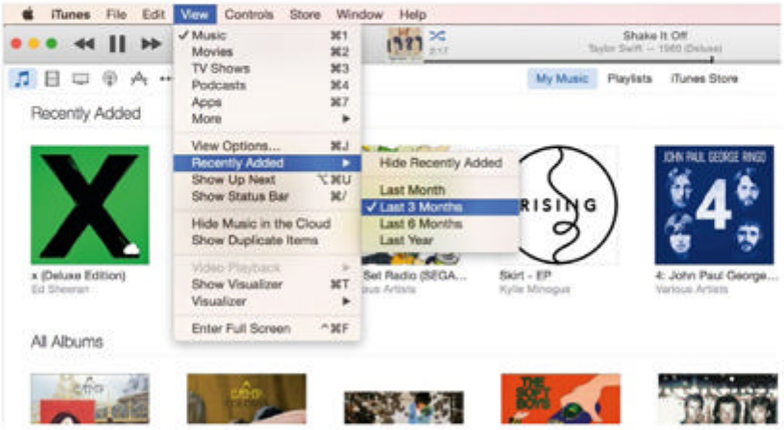
Previously only available in Column view, the Preview Pane can be used in the Finder's Icon and List views by choosing View > Show Preview Pane. In Icon view, it's useful as a way to browse a folder that contains many images. Use the slider at the bottom-right of the Finder window to set the icon previews to a medium size, and then skim through the folder. Select any file you want to see larger in the Preview Pane, without having to bother with Finder's older Quick Look feature.



Batch rename files in Finder

There's no need to resort to Automator or to download an app to rename a bunch of files – it's all possible from Finder. Select several files, then right-click on one and choose the item with the label 'Rename [number] items'. The existing filenames can be: prefixed or suffixed with additional text; you can search for and replace something in them; or you can change all of them to the same format with a number or the current date and time added before or after.

iTunes

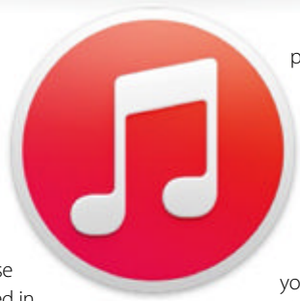


Quick access to recent media in iTunes

iTunes has provided a Recently Added smart playlist for years, but iTunes 12 has a fresh take on the idea. When you choose certain combinations of media kind, view and sort order at the top of your library, iTunes will display a Recently Added group above the content you've asked it to display. This makes it easy to find music bought in the last few months. You can change how far back it looks to one, three, six or 12 months under View > Recently Added, or it can be turned off if you dislike it, and it can be hidden for, say, movies but kept on for music.

The sidebar

iTunes 12 no longer displays the traditional sidebar in all views – not even as a fallback option in the View menu. However, something very similar appears if you choose Playlists from the views listed in the middle of the navigation bar.



The column browser

The column browser remains available, too, but it's easily missed. When viewing your music, switch the sort order (top-right) to Songs. Now you can enable View > Column Browser > Show Column Browser to return to iTunes' oldest layout. For movies, it's accessible when you choose Movie List as the sort order, and when you choose Episode List for TV shows.

Turn iTunes into a mini player

Apple has given iTunes yet another makeover in Yosemite, but for the most part things have pretty much stayed in their rightful place. However, if you're looking for the button that transforms the giant iTunes window into a more manageable and unobtrusive miniplayer, you won't find it in its old spot; instead Apple has incorporated it into the playing window. Just click the album art and you'll be rocking out to tiny tunes.

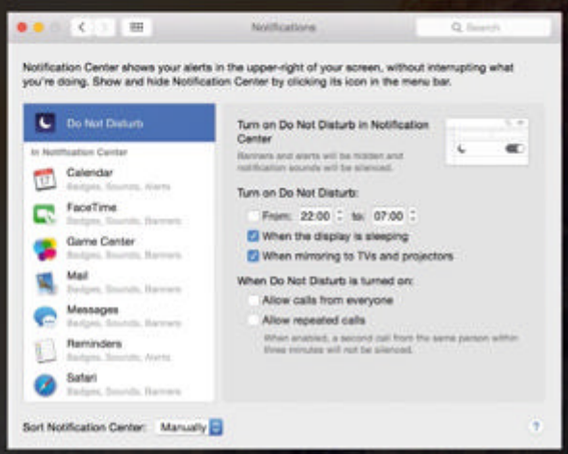
The classic metadata editor

iTunes 12 has a new editor for making adjustments to track metadata, with a pop-up (at the bottom-left) to add more fields. If you prefer the old-style, form-like editor, in which checkboxes give a clear view of what changes will be applied, hold ⌘ and ⌥, right-click your selection and then choose Get Info. If asked to confirm editing of multiple items, keep the keys held until after you've clicked the Edit Items button.

General Yosemite tips

Let sleeping Macs lie

Do Not Disturb has a new setting to prevent notifications coming through if your Mac's display has gone to sleep (on purpose or after a period of inactivity), which is great if you sleep in the same room as your MacBook.

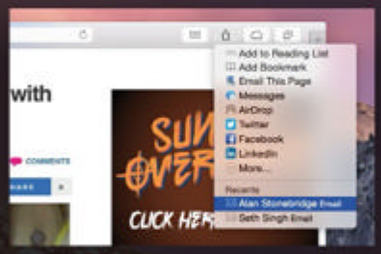


VoiceOver for videos

Apple has added a cool new feature to make OS X even better for the blind. Turn on the new video descriptions feature, and Yosemite's VoiceOver will add a spoken voice to the video content on the screen, providing an even richer experience for the visually impaired.

Launchpad fits more into folders

If you like to organise your apps in Launchpad, Apple has finally lifted the limit on how many can fit inside folders. They work in a similar way to those in iOS; once there are too many to display on one page, a series of white dots at the bottom of a folder indicates the number of pages' worth of icons it contains. Swipe horizontally or click the dots to move between pages. (Remember, if you're in a hurry, you can type part of an app's name as soon as Launchpad opens to search for it, just as you could in Mavericks.)



Quickly send to recent recipients

OS X takes note of who you share things with and by what methods. It uses this to maintain a list of recent contacts so that those recipients are immediately available when you next press the Share button to, say, send a link to a page you're reading in Safari.

On a similar note, while Mail's markup tools allow you to annotate a PDF attachment without leaving the app, don't feel restricted into doing so. Double-click the attachment to work with it more flexibly in Preview and, when you're finished, click Preview's Share button to find an option to reply to the original sender – choose it to return to Mail, where a message awaits that is addressed to the sender, with any other recipients copied in, and with your annotated PDF attached.

Feedback when changing volume

Apple has replaced the 'pop' sound that previews volume level adjustment with a new softer sound. It is now off by default but, just as in older versions of OS X, holding ⇧ while making changes temporarily inverts that setting, and you can make the sound play by default in System Preferences > Sounds.

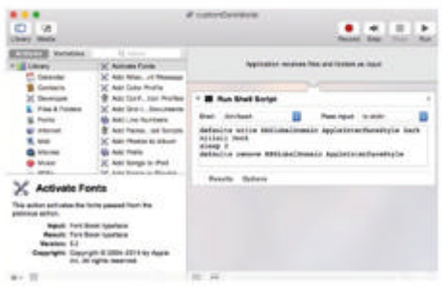
Make only the Dock and app switcher dark

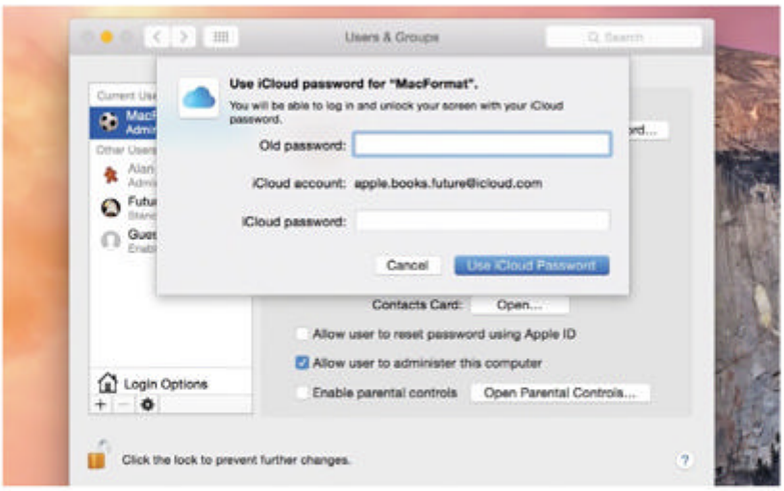
Apple provides a single tickbox to enable dark mode for the menu bar and the Dock (but not individually). However, it's possible to trick just the Dock into adopting dark mode, which gives it a nicer, high-contrast look. In Automator, create an application workflow and add the Run Shell Script action to it. Add these four lines to the action:

```
defaults write NSGlobalDomain
  AppleInterfaceStyle Dark
killall Dock
sleep 2
defaults remove NSGlobalDomain
  AppleInterfaceStyle
```

Save the application workflow, then open System Preferences > Users & Groups, select your account and then click Login Items on the right side. Click the + button and browse to the app you just saved.

When you log in, your app will turn on Dark Mode, restart the Dock so that it adopts that appearance, giving it two seconds to do so (you may need to allow longer), and then reset the Dark Mode preference. That last step is crucial; without it, any apps opened from that point would also adopt the dark presentation, but by resetting the preference in this way, they'll adopt the default bright look, but the Dock isn't refreshed, and so it stays dark.

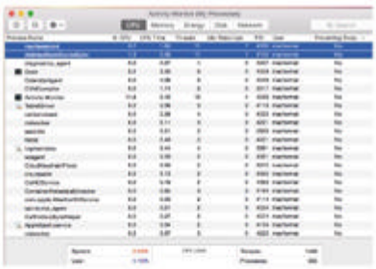




Keep your account passwords in sync

Make it easier to remember the passwords for your user account and iCloud account by making them the same. In the Users & Groups pane in System Preferences, attempt to change your password, and Yosemite will ask if you want to change it just for your account, or the one used by your iCloud account.

If you choose the latter, the two are kept in sync. Just make sure you pick something that's both strong and memorable to you. This option is available when creating a new user account, too, and your Mac will need to be online the first time someone signs into an account that's set up in this way.



See what's preventing sleep

If you're having trouble putting your Mac to sleep, right-click a column heading in Activity Monitor and choose the new Power Assertion item. This adds a column that's actually headed 'Preventing Sleep' and which contains simple 'Yes' and 'No' values that quickly identify culprits.

The second way to trigger Handoff

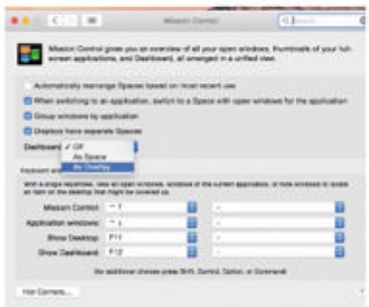
The Dock isn't the only place where your Mac indicates it can take over a task from another device. Hold ⌘ and press ⇥ once to reveal the app switcher, left of which you'll see a Handoff icon to receive the task using the corresponding Mac app. This is handy if your display is large and you don't want to move the pointer to the Dock.

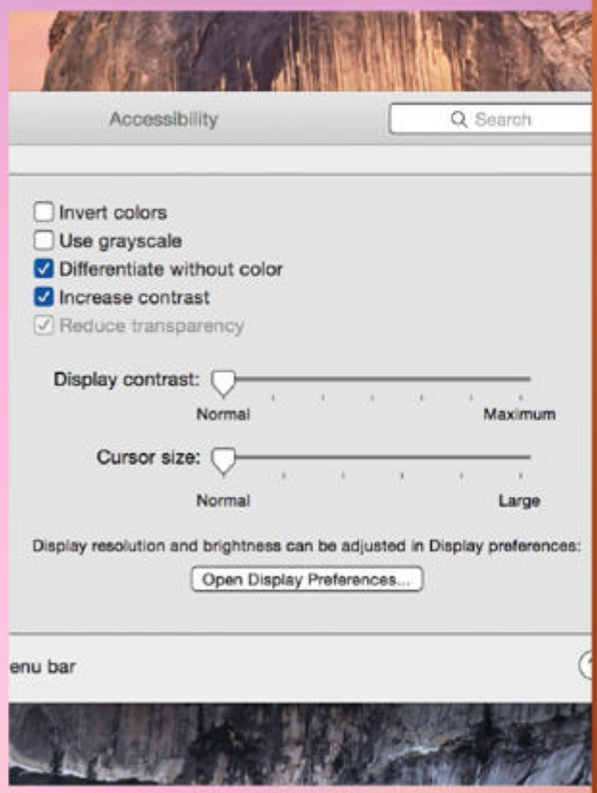
Disable transparency

If you think Yosemite's use of transparency affects legibility, or you just don't like it, it can be turned off in System Preferences > Accessibility > Display. Put a check next to Reduce Transparency and windows will turn solid, as will the menu bar and Dock.

Go retro with a Dashboard overlay

Many reasons to use Dashboard are replicated by Notification Centre's Today view, but it remains available in Yosemite. Web Clips are a good reason to keep it around, but you can turn it off in Mission Control's preferences. You also have the option to display Dashboard as it was in older versions of OS X, as an overlay on any space rather than as a space of its own.





Accessibility display settings

There are two additional visual preferences for accessibility. Differentiate Without Colour is intended for people who are colour blind, and it uses shapes instead of just colour to draw attention to status changes. More immediately striking is Increase Contrast, which adds a black stroke around many objects within windows.

Traffic-light button behaviour

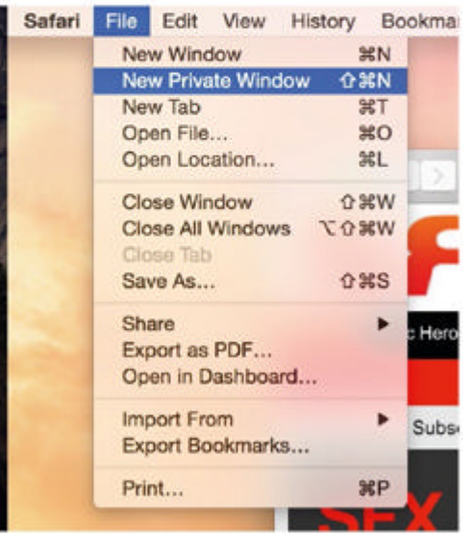
One change you'll definitely notice in Yosemite is the green button now switches an app to full-screen mode. Holding ⌥ gets back the old behaviour of resizing the window to a good fit for its content. In many apps, double-clicking a window's title bar (or combined title and toolbar) has the same effect, as long as you haven't set that to minimise a window using the Dock's preferences. However, it doesn't work in every app – Reminders and Microsoft Word are just two exceptions.

Alternatively, assign a keyboard shortcut to the Zoom menu item in System Preferences > Keyboard > Shortcuts > App Shortcuts > All Applications, but note that not every app includes that command. In Microsoft Word, for example, the equivalent command is 'Zoom window', but Creative Suite/Cloud doesn't have one. Luckily, the modified green button behaviour doesn't affect those apps anyway. We wish Apple had made full-screen mode the ⌥-click behaviour!

Safari

Private windows in Safari

Previously, Safari's Private Browsing mode would stop listing visited sites until you turned off the feature. But Safari 8 offers a smarter distinction: choose File > New Private Window and you can be assured that any sites visited in that window are not recorded, while sites in other windows will work as normal, whereas they may have been negatively impacted by the old private mode. To remind you a window is private, its Smart Search Field will turn to a distinctive dark grey.



More private browsing?

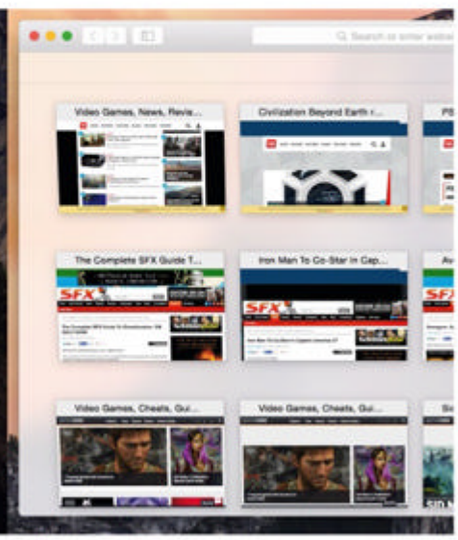
Like most modern browsers, Safari contains a private browsing mode that enables you to surf without leaving traces. If you forget to browse in a private window and need to cover your tracks, the Clear History and Website Data… item in Safari's app menu and History menu, is more helpful, as it no longer clears your entire web history. In Yosemite it provides options to clear the last hour's browsing, all of today's, or today's and yesterday's. Now you can be much more forensic about erasing your footsteps!

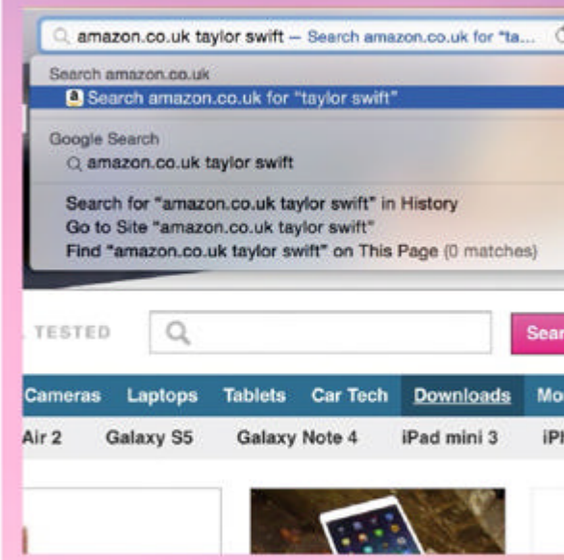
Cookie control

If you're concerned about advertisers using cookies to track your online movements, you have a new, more protective choice about whether to allow them to be created on your Mac. 'Allow from websites I visit' permits cookies to be created even if they are hosted on another domain than the page you chose to visit. However, the more restrictive 'Allow from current website only' setting lets you do things more on your own terms, rather than allowing unknown parties, to benefit from knowing about your online habits.

Spread out stacked up Safari tabs

With enough tabs open, Safari stacks them up, much like windows in Mission Control. However, you can't spread out a stack to confirm which tab you want. This can be unhelpful with any sites that use indistinct titling for their pages. However, if you press the spacebar, all of the tabs will be spread out. This isn't much help if you have many tabs from many sites open, but it's a handy workaround when you're working with two or three sites.





Quick Website Search

When you use a site's built-in search engine, Safari takes note of the formatting of its search results page's address – specifically the query string at the end of it, which contains what you typed. Try it now by searching for something on Amazon and you'll notice the site becomes listed in Safari's preferences under Search > Enable Quick Website Search > 'Manage Websites…'.

You're now able to search Amazon without having to go to the site and type into its search bar. Try this out by typing "amazon.co.uk taylor swift" (without the quotes) into Safari's search field, but don't press [Return]. The first suggestion listed, which you can reach by pressing the ▼ key, submits your keywords directly to the site's search engine.

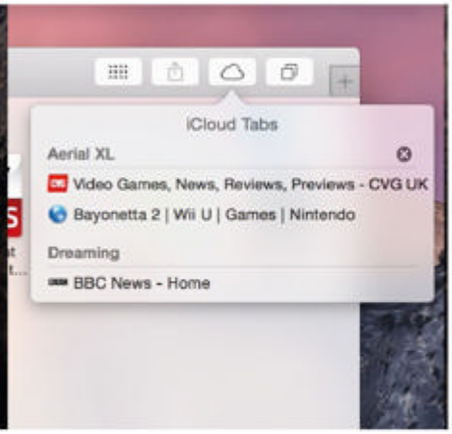
Typing full domain names to get this to work can get tiresome, so use the Text tab in System Preferences' Keyboard pane to create shorter acronyms that expand into them. For example, we've set #ama to expand into amazon.co.uk, so all we need to type for the previous example is "#ama taylor swift". Remember, your text expansion shortcuts sync via iCloud, so any you set up can also be used for this purpose in iOS 8's version of Safari.

Existing bookmarks as Favourites

If you have a folder containing bookmarks to your favourite sites, you don't have to drag them into the Favourites view. Instead, go to Safari's General preferences and click the pop-up menu next to 'Favourites shows' to choose a different bookmarks folder – that's really all the Favourites view is, just with special presentation.

Quicker access to iCloud Tabs

Right-click an empty spot on Safari's toolbar, choose Customize Toolbar…, and then drag the iCloud Tabs button from the panel that appears on the toolbar. Click Done and then click the button you added to see your iCloud Tabs. This route has an advantage – you can close all tabs on a device in one click by moving the pointer over a device's name and click the cross that appears.



Close tabs left open on other devices

Did you leave a tab open on your iPad after booking a surprise for someone, only to then hand that device to them? You can close tabs from your Mac if it's signed into the same iCloud account. Choose View > Show All Tabs (or pinch two fingers together on a trackpad). Below the thumbnails of the tabs open on your Mac is a list of 'iCloud Tabs' on your other devices. Move the pointer over one of them and the click the cross that appears to its right to close it.

Manage Favourites and Frequently Visited sites

When you create a new tab or window, Safari shows icons for sites you've chosen as your favourites, as well as others you visit often. To add a site you're reading to the Favourites group, click in the Smart Search Field, and then drag the icon from the left of the page's address down into the panel that appeared below. Drag the icons of your favourite sites to rearrange them, or drag one from the Frequently Visited group into Favourites to ensure it sticks around. To remove an item, drag it out of its group and let go when a cross appears on its icon.

Sync history

When we leave a web page open on our iPhone, we expect it to pop up when we open Safari on our Mac, but Yosemite has a new trick. No longer do we have to leave tabs open to carry on reading pages between devices; on Yosemite, Safari automatically syncs your browsing history with your other devices, including anything you may have cleared.

Show the full web address

In its constant effort to take away any and all distractions from the browsing experience, Apple has stripped the web address down to its barest essentials in OS X. Instead of a lengthy URL with hyphens and slashes, Safari on Yosemite only shows you the site you're on until you click into the address field. If you want to see the whole address without clicking, however, head over to the Advanced tab in Safari's preferences to turn it on.

RSS feeds in Safari

Safari has never been a friend to RSS feeds, but Yosemite finally extends an olive branch. No longer do you need to install a third-party reader to enjoy your feeds; at the bottom of the shared links pane is a new Subscriptions button. Click it to go to a screen where you can add an RSS feed from the site you're reading (assuming it has one).

Search preferences

Items relating to search used to be scattered between a few tabs in Safari's preferences, but they're now consolidated in a single tab, aptly named Search. The option to change your search engine now includes the privacy-focussed DuckDuckGo engine (see duckduckgo.com/about). Along with some options that existed in Safari 7, you'll also find options to choose whether Spotlight Suggestions – items intelligently picked based on your keywords – are included in the list, and whether your Favourites are shown when you first click the search field.

Messages

Mute conversation notifications

Click Details at the top-right of a conversation to activate Do Not Disturb for that thread alone. This setting persists until you return to the conversation and turn it off. You can tell who is muted, as you will see a moon icon to their left in Messages' main window.

Screen Sharing in Messages

Click Details at the top-right of an iMessage conversation and, next to the phone and video icons, you'll see an icon that resembles two overlapping rectangles. Click it to find options for sharing your screen with the contact, and to request to see their screen – handy for helping out with technical problems.

Choose how you can be contacted in Messages

Messages' Video menu includes three items at the bottom that determine what communication methods are active. You can disable screen sharing, video chats and audio chats if you like, and stick to text messages.

Record audio in iMessages

Written words don't always express exactly what we want to say, but in Yosemite you can really make yourself heard. Just like on your iPhone and iPad in iOS 8, you'll see a microphone icon next to the compose field when sending an iMessage. Click it and you'll start recording an audio message. Press Space once to stop recording, and again to send the soundbite. Once you get used to this you'll probably wonder why you bother with text-only messages!

Control which devices receive phone calls

Call forwarding is a nice modern convenience, but perhaps you don't want to receive phone calls on your Mac, or else only on some of your devices in addition to your iPhone (we know exactly what it's like to have all your devices going off at once!) Under Settings in FaceTime's preferences, the checkbox labelled 'iPhone Cellular Calls' determines whether calls will come through to the Mac you're using. On your iPad or iPod touch, the same option is found in Settings > FaceTime. You will of course have to be running iOS 8.

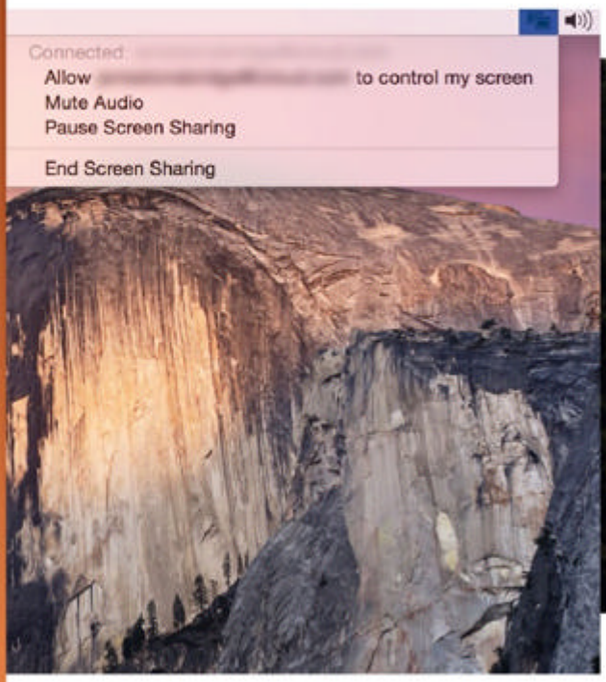
Answer or make phone calls

When our iPhones are in our pockets, we rarely miss a call, but when we're working at our desks we don't always hear it buzzing. Yosemite understands this predicament. A notification banner will alert you when a call is coming in on your iPhone, and you can answer it right on your Mac. And you can make calls, too; simply click a number in Contacts or Safari and it will start dialing.

In order, for phone calls to work on your Mac, your iPhone will need to be running iOS 8 (or 8.1 if you also want to see SMS texts in the Messages app). Naturally, both your Mac and your iPhone need to be signed into the same iCloud account, and they must both be connected to the same Wi-Fi network, too.

Customise text size in Messages

Messages no longer allows fancy customisations for the fonts and colours of its message bubbles (a loss for some), but it does include a new slider for setting a persistent size at which to present things in the iMessages window. There are now seven options to choose from, which can found in its preferences under General.

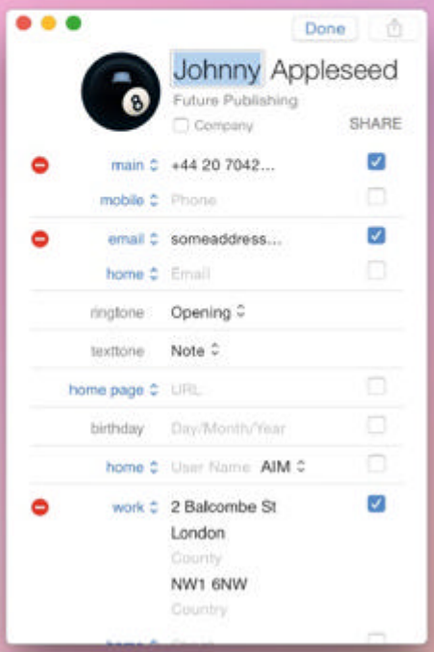


Screen Sharing without Messages

You don't even have to start an iMessage conversation to do this. Search for 'Screen Sharing' in Spotlight and open the app this finds. Screen Sharing's initial window can accept an Apple ID. Ask the person needing help what email address is listed on the left-hand side of the iCloud pane in System Preferences, and then enter that address here. The app will show a list of matches from the Contacts app as you type the address, so you may not have to type the whole thing. If your Apple ID isn't in their address book, the other person will be asked if they want to share their screen or block you from further contact. Blocked users can be managed in the app's preferences, where you can also choose whether to accept sharing requests from everyone or only known contacts.

If both participants have a Mac with a microphone, the connection will automatically start an audio call as well. Initially, you can only observe the other person's screen, although you can move your pointer over their screen and then click and hold to display a highlight if they don't understand what you're telling them to click on, for example. From the menu bar, the sharer can enable you to control their screen.

Contacts



Choose which contact details are shared

In Contacts, choose Card > Go to My Card, and then click the Edit button at the bottom of it. Checkboxes appear next to the items you've filled out, enabling you to choose which are included when you share your contact details via email, AirDrop or the other methods available from the Action button. Sadly, this ability isn't available for other contact cards, so you can't quickly choose which details to provide about, say, someone from your team at work or an activity group in which you participate.

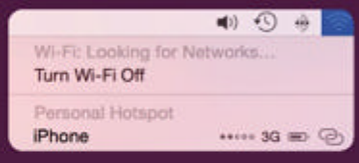
Assign alert tones to contacts

Now that your Mac can receive phone calls, it provides the same set of ringtones as iOS for you to assign to people in the Contacts app. This means you can tell who is calling even if you're away from the screen. As with other details about contacts, ringtone assignments are synced via iCloud to your other devices. Sadly, there's no option to assign custom ringtones, though.



Disconnect from the current Wi-Fi network

If you need to disconnect from a Wi-Fi network (if you're in a public hotspot for instance), but want to keep Wi-Fi turned on to use AirDrop, ⌥-click the Wi-Fi status icon. You will now find an option to disconnect from the current network.



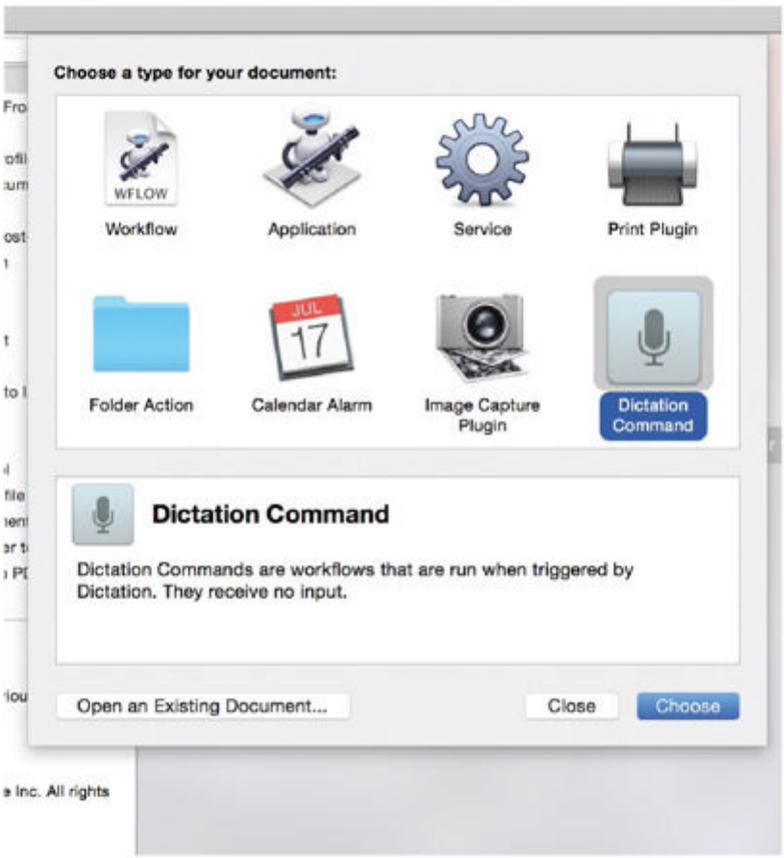
Personal vs Instant Hotspot

One benefit of Continuity is you don't have to type a Wi-Fi password to connect to your iPhone's hotspot. Another is your iPhone relays extra information to your Mac about its battery, network connection and signal strength, so you don't have to turn on your iPhone's screen to check its connection quality – click the Wi-Fi icon on your Mac instead. This is the difference between Personal Hotspot and iOS 8's Instant Hotspot.

Dictation

Dictate using many new languages

You can now give verbal instructions to Yosemite in more languages, including Catalan, Danish and Vietnamese. In the Dictation & Speech pane, click the Language option and choose Add Language to find out if the languages you speak are available.



Create Dictation Commands with Automator

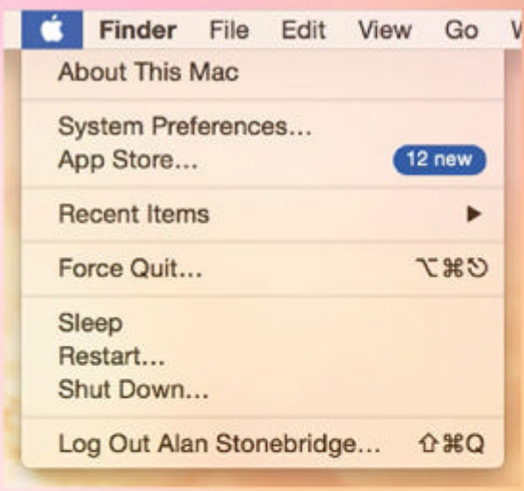
Automator enables you to create workflows that are triggered by spoken phrases that you choose, so you might tell your Mac to 'Eject flash drive', 'Play my favourite music' or whatever else you can think of to make daily life more convenient. Choose File > New and then choose Dictation Command. Type the phrase that will start this workflow into the box labelled Dictation Command (on the right side of the window), then assemble actions in the space below that, like you would for other workflow types.

You'll need to turn on Enhanced Dictation in System Preferences > Dictation & Speech to run the command (note the shortcut that activates dictation – normally fn pressed twice). Go to the Accessibility preferences pane and scroll down to find Dictation, then click 'Dictation Commands…' and put a check next to 'Enable advanced commands'. Your command will appear at the top of the list; put a check next to it to turn it on. Press the keyboard shortcut that activates dictation and say the phrase you entered at the top of your workflow. OS X will interpret your speech and run the workflow if it understands your words.

App Store

Find out how many updates are pending

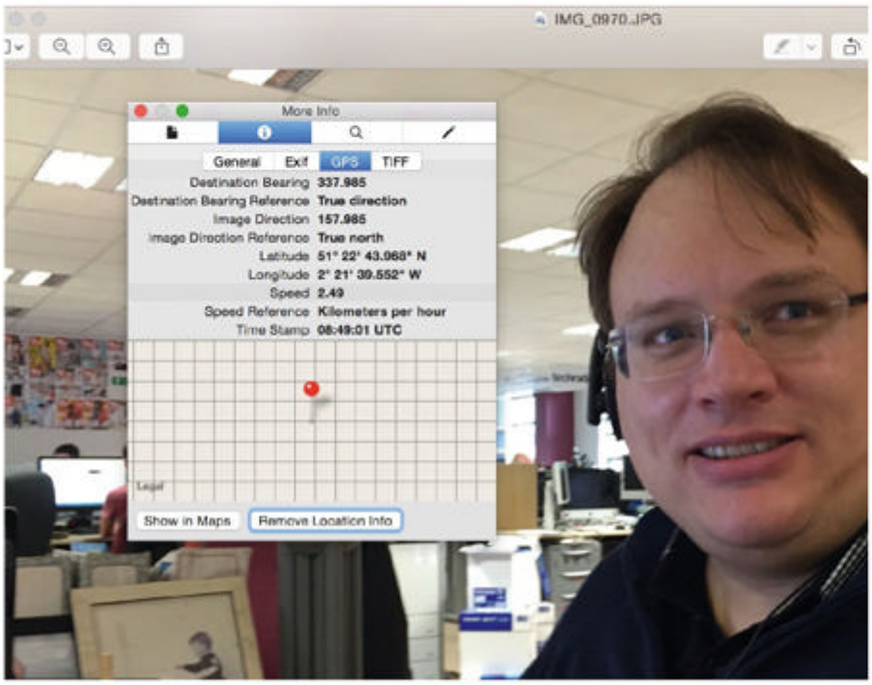
If you don't keep the App Store in the Dock, click the Apple menu and look at the App Store… item. It displays a badge if there are software updates pending.



Choose whether OS X updates itself

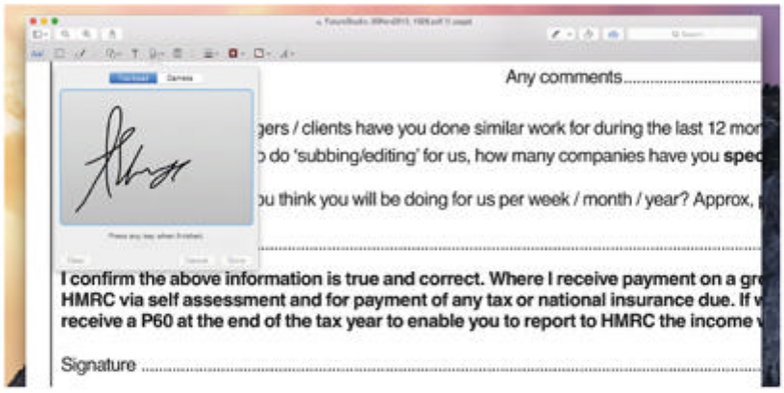
There's a new checkbox in the App Store pane in System Preferences that controls whether OS X updates are automatically installed. Disable this if you need to postpone installation until you've had a chance to ensure an update won't cause problems with apps you depend upon.

Preview



Remove an image's GPS data

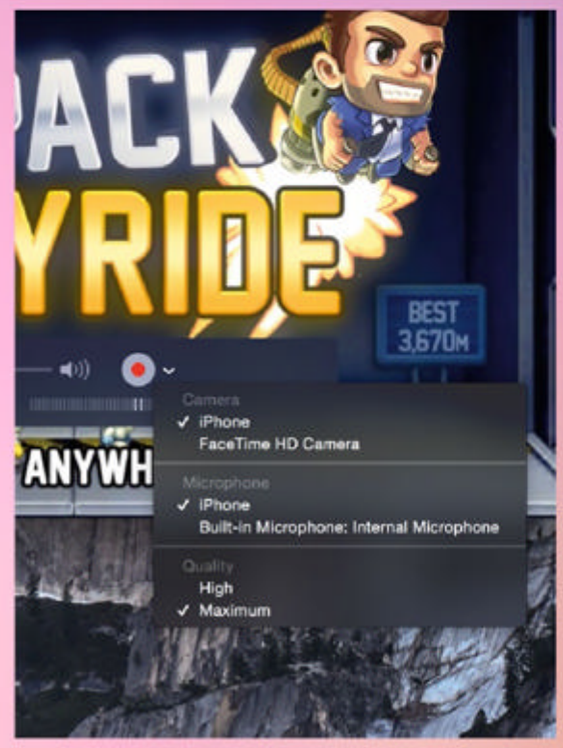
You could already review GPS data embedded in an image from Preview's Inspector window. Click the information tab (the second one) in that window, then choose GPS. Below the location preview you'll see a new button to remove the location data (if you want to share an image without giving away where you've been).



Paperless document signing

You no longer need to hold up a signed piece of paper to a Mac's camera to capture your signature and add it to a PDF. Yosemite makes it possible by moving your finger on a trackpad – and documents can be signed in Mail, not just Preview. Move the pointer over the preview of a PDF attachment and click the icon that appears at its top right to start using Markup to create and add your signature. Your signature is synced to your iCloud account to make it available on all of your Macs signed into that account.

QuickTime



Record your iOS gameplay

Yosemite includes an easy way for app developers to record video and audio of their iOS apps, and it's available to you as well. It's a great way to show off your game skills, and send a video to a friend to show them how to do something. Connect your iOS 8 device to your Mac using its Lightning-to-USB cable. Open QuickTime and choose File > New Movie Recording. Click the arrow to the right of the record button and choose your iOS device's name from the available cameras, and under microphones if you want to record its audio as well. Press the red button to start recording.

Slow-motion video editing in QuickTime

QuickTime Player 10.4 includes slow-motion video controls similar to those on your iOS device. This enables you to decide when the clip slows down and when it speeds back up to normal.

Set up your new Mac

If you've got a new Mac, here's how to get started with Yosemite

SKILL LEVEL
Anyone can do it

IT WILL TAKE
5 minutes

YOU'LL NEED
OS X 10.10

When you first switch on a brand new Mac, there are a few steps to go through before you can get going with OS X Yosemite. For a start, you'll need to personalise your Mac, and optionally connect it to the Internet and Apple's iCloud service. The Setup Assistant guides you through these important steps in just a few minutes.

You'll need to confirm the language you want to use and verify your keyboard layout. The latter of these steps is especially important if you aren't using an Apple keyboard, which is most likely if you've moved to the Mac from a Windows PC and kept your existing mouse and keyboard.

User accounts

You'll also create an administrator account and create a password. It's important to create a password to protect access to your Mac's contents and the ability to make major changes to it. There's nothing to stop you using this account as your own, but it's better for security if you create a second account for personal use and set its account type to Standard. This account, and others for your whole family, can be created after you've finished the Setup Assistant's steps and reached the desktop. These options can be altered later, should you go astray or change your mind (see page 73). You also get an option to register your Mac with Apple, but this isn't compulsory.

It's good security practice to create a second 'Standard' account for personal day-to-day use

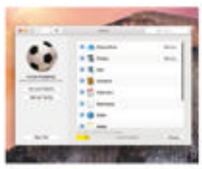
Migrating

If you've been using a Windows PC or another Mac, the Setup Assistant gives you an opportunity to transfer data from the old machine. This includes your files, Mac apps, stored email messages and personal settings.

If you use an Apple trackpad or Magic Mouse, the direction in which you move a finger to scroll differs from a Windows PC. However, this can be reversed after the Setup Assistant completes its job. If you need help with this and other gestures that help you to get around in OS X, turn to page 44.

About Apple ID

When setting up your Mac, you'll be asked whether to connect it to your Apple ID, or create a new one. This is not mandatory, but many of Apple's services depend on Apple ID. The most notable is iCloud, which synchronises your calendars, contacts and other data between your Mac, iPhone and iPad. Find out more on page 70.



HOW TO | SET UP YOUR NEW MAC IN MINUTES



1 Confirm your keyboard layout

First, choose the language you want OS X to use, then click Continue. Next, pick your country, which determines the keyboard layouts offered after you click Continue again. Choosing the correct layout is important if you've connected a keyboard that isn't from Apple or has a non-standard layout. If your keyboard layout isn't shown – perhaps you're using a Welsh keyboard – tick Show All under the list of layouts.



2 Connect to a network

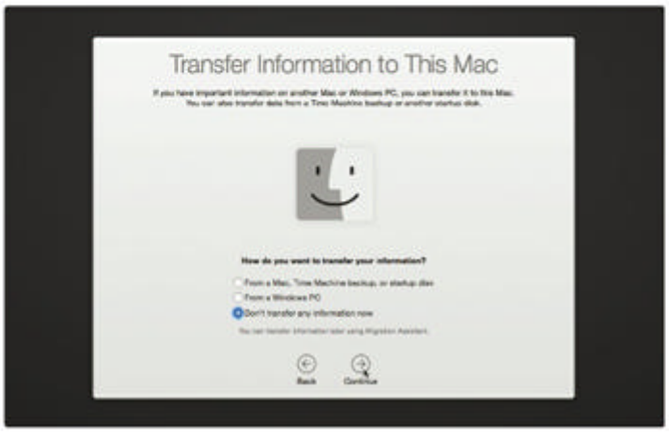
You'll next see a list of nearby Wi-Fi networks. Click yours, provide its password and click Continue. If your network isn't listed, perhaps because it's set to not broadcast its name, choose Other to provide its name manually. You might need to scroll down the list to see this option. If you're using an Ethernet cable or don't want to go online, click Other Network Options, choose the appropriate option, then click Continue.

Using the Migration Assistant

Although the Setup Assistant offers to transfer your data from another computer – either an old Mac or its Time Machine backup, or a Windows PC – this doesn't have to be done at this stage. The Migration Assistant is available at the desktop to perform the transfer later on. To locate this tool, click the Finder's icon in the Dock, then press ⌘+⇧+U to open the Utilities folder, where it is located. Simply double-click the Migration Assistant icon to open it.

Migrating your data can be done via a hard drive or a network or direct cable connection. Pages 34 to 37 to show you how to use the Migration Assistant in two circumstances: if you're upgrading from a previous Mac or migrating from a Windows PC. If the latter scenario applies to you, visit support.apple.com/kb/DL1557 in your PC's web browser to download the Windows Migration Assistant, which needs to be running to perform the migration.

Of course you'll need to run the Migration Assistant only once, but remember that you can call upon its services again if you upgrade from your current Mac to a newer model at any time in the future.



3 Migrate from an old computer

The next pane asks if you want to transfer information from your old Mac – either directly or from a Time Machine backup of it – or from a Windows PC. Even if you have an old computer, you don't need to do this now. It can be done later by running the Migration Assistant utility. See page 34 for instructions on how to use it to with an old Mac, or page 36 to transfer data from a Windows PC. Click Continue to proceed.



4 Sign in with your Apple ID

Signing in with an Apple ID is recommended: you'll need to do this to use iCloud backup and sync, and services such as Find My Mac, which can locate a missing Mac (see page 70). You might already have an Apple ID for buying from the iTunes Store or the App Store, or you can create an Apple ID here if you don't have one – or if you want to a separate one just for iCloud, perhaps to share your store account with family members.



5 Create an administrator account

After reviewing and accepting terms and conditions for OS X and iCloud, the next task is to create an administrator account. This is compulsory. You'll need this account's credentials to make significant changes such as security settings. Click Continue and you'll be asked whether to share diagnostics information with Apple and app developers. This is optional, and can be revised in Security & Privacy preferences.



6 Register your Mac

The final step is to register your Mac with Apple by providing your address and other contact details. Again, this is entirely optional. When you advance past this, the Setup Assistant might take a few minutes to do some last-minute work behind the scenes. When it's finished, the desktop will fade into view. Now the fun begins. If you're new to Macs or unfamiliar with Yosemite, you'll find a tour of the desktop on page 38.

Migrate to Yosemite

Moving to Yosemite? Ensure your settings and data move with you

SKILL LEVEL
Anyone can do it

IT WILL TAKE
1 hour

YOU'LL NEED
OS X 10.10, Time Machine backup on disk

You can upgrade to OS X Yosemite on older Macs from as far back as 2007 – see http://bit.ly/1z2xzld for the full supported list. In terms of software, you'll need to be running at least OS X 10.6 (Snow Leopard) – if you're still running 10.5 (Leopard), then you'll first have to buy an upgrade to 10.6 and install it before you can move to Yosemite (which itself is free). You'll also need an Apple ID to purchase the upgrade from the Mac App Store.

In theory, all your settings and data will be preserved when you migrate. However, because theory and practice sometimes differ, it's a good idea to ensure that you have an up-to-date Time Machine backup on an external drive or removable disk before you start (see page 128). If your Mac has regular backups set up, then all you need to do is check when the last successful one ran. Click the Time Machine status icon in the menu bar and choose Open Time Machine Preferences. If the latest backup is older than today, run a new one; if your settings get wiped when upgrading, you'll then be able to restore them from this backup.

It's an idea to have an up-to-date Time Machine backup on a removable disk before you start

Get the updates

You'll also need to ensure that the most recent OS X updates are installed so that you can access the App Store, because this is the only way to get a Yosemite upgrade. Note that the update process will be different depending on whether you're updating from 10.9, 10.8, 10.7 or 10.6. In 10.6 Snow Leopard, go to the menu, select Software Update and wait while it checks for new software. Once updates have been identified, choose Show Details to see which ones are available – see the annotation below for help. To save some time, you can opt to install only the Mac OS X Update Combined. Once all applicable updates have been downloaded and installed, you may need to restart your Mac.

Then, once you've made sure there's a recent backup in place, go to the menu, then open the App Store to 'buy' and install Yosemite. In OS X 10.9, 10.8 and 10.7, Software Update will automatically launch the App Store for you to upgrade from directly.

In the guide opposite we'll show you how to migrate data from another Mac, by connecting the two via a network cable. This might not be useful to you now, if you've got just the one Mac, but in the future when you upgrade to a new machine, you can use this method to transfer your data and ensure that nothing vital is overlooked.

VISUAL GUIDE | UPDATING FROM SNOW LEOPARD

Software Update
1 Open the menu and select Software Update. This will check for relevant updates.

Available software
2 Click Show Details to see the available updates. You can click on each one to see more details.

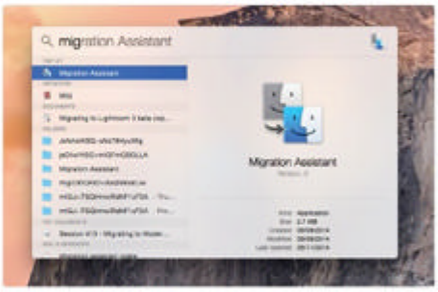
Select items
3 Use the tickboxes to choose which updates to install, or just select Mac OS X Update Combined.

Update details
4 This pane includes detailed info about the currently selected update. You may need to agree to some Ts&Cs to go on.

Install Updates
5 Click the Install button to begin downloading and installing your selected updates.

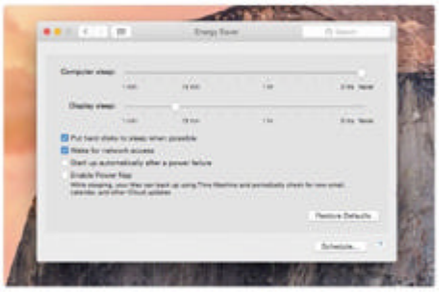


HOW TO | USE THE YOSEMITE MIGRATION ASSISTANT



1 Open Utilities

To migrate data you need either a Time Machine backup on a removable disk or an older Mac connected to your new one with Yosemite already on it. Once you have your backup connected, open Applications and scroll through to the Utilities folder.



2 Migration Assistant

Within Utilities, find and launch Migration Assistant. You'll need to prevent the computer from going to sleep during a potentially lengthy migration: from the menu, choose System Preferences > Energy Saver and slide the Computer sleep fader to the Never position.



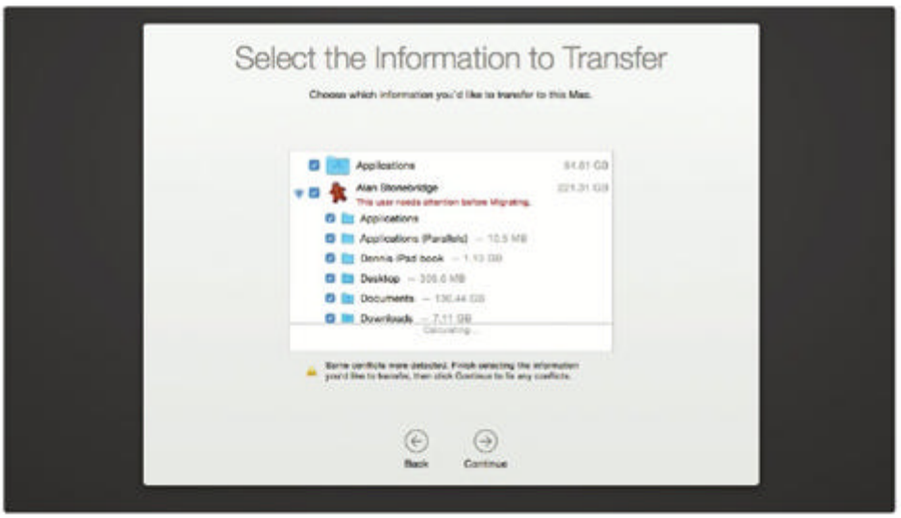
3 Migration Type

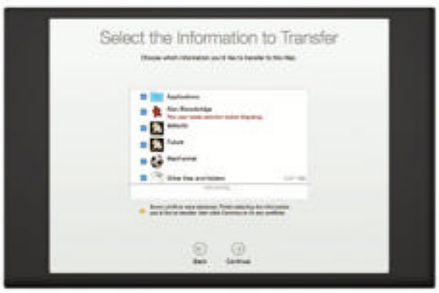
The simplest migration works using a Time Machine backup on a connected external disk. On the destination Mac, choose 'From another Mac, PC, Time Machine Backup or other disk' and click Continue. Select the disk that the backup is on and click Continue again.



4 Migration Method

If you're migrating from a networked Mac, choose 'From another Mac or PC'. While Migration Assistant displays 'Looking for other PCs', run the Assistant on the source Mac, choose 'To another Mac' and click Continue. Check the passcode on both Macs is the same.





5 Items to Migrate

Whichever way you migrate, you need to quit other apps and programs on any machine running the Migration Assistant. Click Continue again. On the target Mac, the Assistant displays a list of items that can be migrated – user settings, applications, files and folders.

6 Perform the Migration

In the list, select the items that you want to migrate by ticking or unticking the boxes next to them. To view smaller items within a group, click the arrow next to the group. Click Continue to begin the process of migrating the data. How long this takes will depend on the amount of data selected and the connection method you're using. Obviously, using a physically-connected disk will be the fastest method; if you're connecting over a wireless network, the transfer will be a lot slower than over a Thunderbolt or FireWire cable. Once the transfer has completed, migrated users will have their own Home folders on the target Mac. To check that settings and documents for a particular user have migrated successfully, log out and log back in as that user.



Run on the old Mac

If migrating between two connected Macs (via a network or cable), you'll need to run Migration Assistant on the source Mac. Assuming you've applied the latest updates, go to Applications > Utilities > Migration Assistant.

Migrate from Windows

Use Windows Migration Assistant to move files to your new Mac

SKILL LEVEL
Taking things further

IT WILL TAKE
2-4 hours

YOU'LL NEED
OS X 10.10, a Windows PC on the same network

When you've decided to migrate from a Windows PC to a Mac, it's important to make sure all your settings and precious data move from one to the other as smoothly as possible. OS X Yosemite includes a Migration Assistant designed to handle the various knotty problems that such a transfer can entail.

It's not just a matter of picking up all your documents and other files from one computer and dropping them onto the other (though that will work fine for many files – see the box below). There are numerous types of data involved, many of which need to be converted or imported into new programs to work properly. For example, the Migration Assistant takes all your email from Outlook, Outlook Express, Windows Mail or Windows Live Mail and imports it into the Mail program on your Mac. It not only takes all the messages but also additional information about them, such as whether they've been read, flagged, forwarded or replied to.

It's not just a matter of picking up files from one computer and dropping them onto the other

Email's not the only difficult transfer to deal with. All contacts from Outlook, Outlook Express or Windows Contacts get imported into the Contacts app. Calendars from Outlook are transferred to Calendar. All iTunes libraries are fully transferred; your bookmarks from the most popular Windows browsers are transferred to Safari. Any custom user details, such as your display picture, location and keyboard settings are also moved to the right place.

Windows Migration Assistant can do this for every user account on the Windows PC. It isn't possible, however, to merge an imported account with an existing account set up on your Mac. Each imported one needs to go into a new account, which is why it's best to use the Migration Assistant when you first set up your Mac.

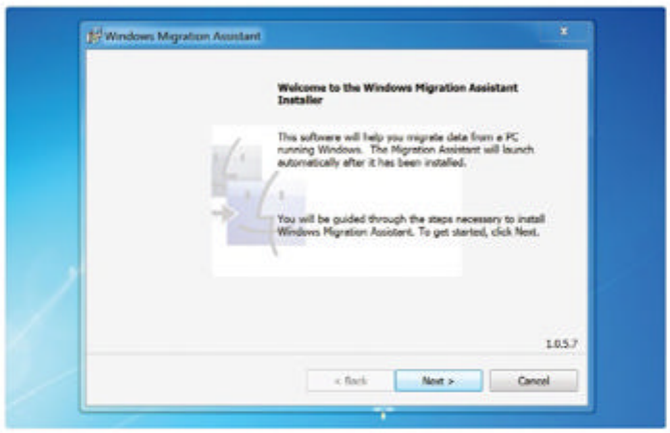
You can do this by choosing 'From a Windows PC' when using the Mac OS X Setup Assistant. However, you can also launch Migration Assistant at any time from the Utilities folder, if you need to.

Note that your Mac and the Windows PC need to be connected to the same network for the Assistant to work.

Minimise moving time

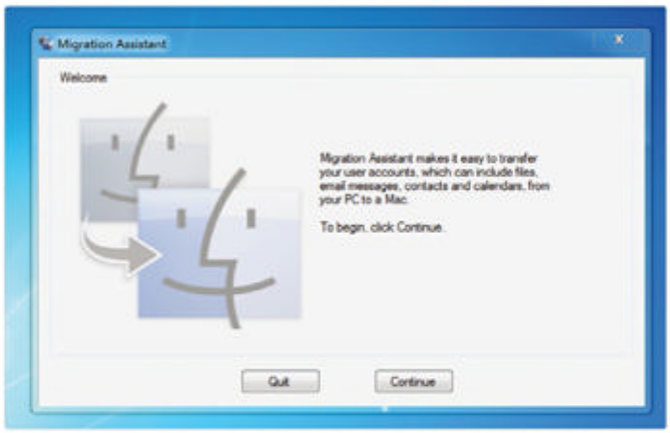
Transferring large amounts of data over a network can be very time-consuming. Consider moving big files like photos and videos using an external USB drive, which is usually much quicker than doing so by network connection. Then use the Migration Assistant to transfer settings and the kind of data that's more difficult to find and move manually.

HOW TO | MIGRATE FROM WINDOWS



1 Install Windows Migration Assistant

Start at your existing Windows computer. Download Windows Migration Assistant from http://support.apple.com/kb/DL1557. Once it's downloaded, launch the file and follow the instructions to get it installed. Once fully installed, the tool will launch. You may need to give permission for the Migration Assistant to proceed, depending on the version of Windows that you're using and your security settings.



2 Make contact

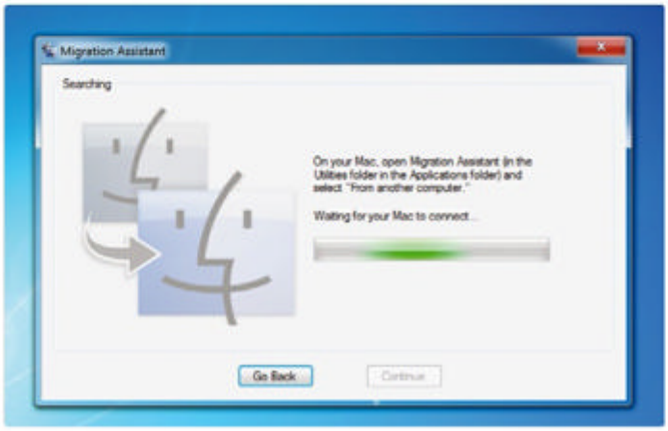
Once the Migration Assistant starts, you'll see a simple window explaining what it does. The assistant collects information from your Windows PC, including your account settings, personal files and emails, so that you can transfer them all to your Mac. Both computers need to be connected to the same network for it to work, and they'll begin the process by contacting each other.

Preparing for migration

Before you begin using the Windows Migration Assistant, it's worth ensuring that you have both your Mac and your PC set up to their best advantage. A little advance preparation can help ensure that you don't encounter any hiccups or bottlenecks down the line.

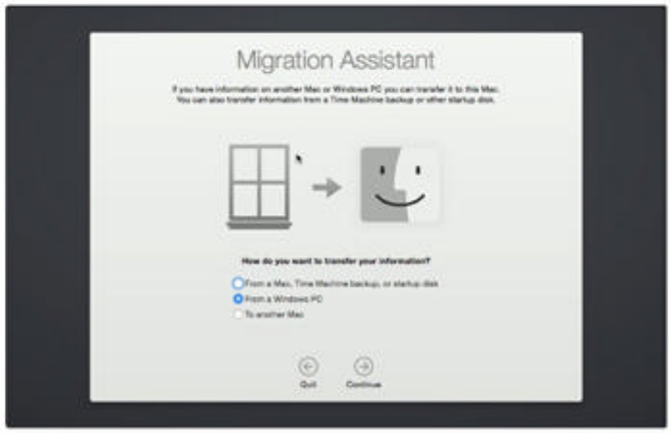
On your Windows computer, make sure you have a backup of your data, and keep this in a safe place in case of any gremlins at any later point. Now remove any files that you definitely won't want to migrate. This advance filtering will save you a lot of time when transferring the data that you do want to move. Also, if you have time, consider defragmenting the drive in the Windows computer so that the data is quickly available. Where possible, try to connect your computers to a wired network instead of a wireless one – you'll find that the performance is considerably better and this will ensure that your data transfers as quickly as possible.

These simple steps could shave some considerable time off the migration process, which can be very lengthy even with the minimum of data to move across.



3 Call the Mac

Click Continue to start the Migration Assistant in Windows. It begins polling the local network to contact any local Mac that's running the Mac version of the Migration Assistant. Until this contact has been made, the Windows portion of the program can go no further, so it's time to move over to your Mac. If you're setting it up for the first time, Migration Assistant may run automatically.



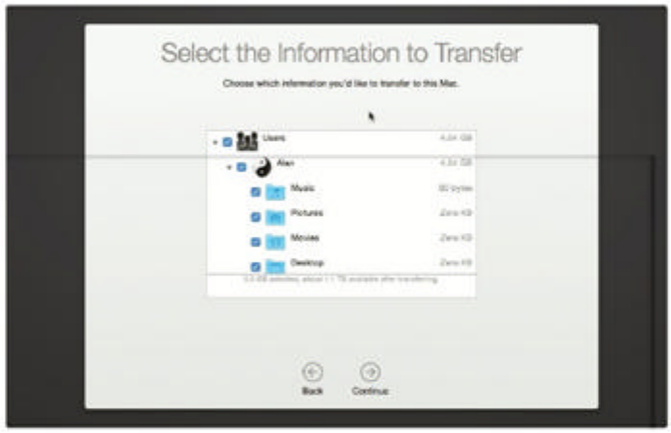
4 Launch Mac Migration Assistant

If your Mac is already set up, choose Launchpad from the Dock and then open the Utilities folder. In here, you'll find the Migration Assistant. Launch it and then choose 'From another Mac, PC, Time Machine backup, or other disk'. Click Continue. You'll be prompted for your username and password. Click Continue once more and your Mac will start looking for your Windows PC.



5 Select your system

As long as your PC is still running the Windows Migration Assistant and both computers are on the same network, your Mac should find and display it. Click Continue to confirm that this is the PC you want to migrate from. The program generates a six-figure code, which is displayed on your Mac. Go back to your PC and check that the number displayed is the same. Now click Continue on the PC.



6 Select items

Back at the Mac, click Continue. You'll now see a list of the accounts available on the PC. Select those that you want to migrate. Also choose the items within the selected accounts that you want transferred. Click Continue. Both the PC and the Mac will display progress bars as your data is transferred. This may take some time (a few hours or more), depending on the quantity of data concerned.

The Yosemite desktop

It's easy to get around the OS X desktop – here are the essentials

Whether you're new to the Mac or have upgraded to Yosemite from an older version of OS X, the new Desktop might look a bit different from what you're used to. Don't worry, though: the basics are much the same as before (and much like Windows Explorer, if you're coming to the Mac from a PC). Here's an overview of Finder – the app you're actually using when you view the Desktop, open and manage windows, navigate around your hard drive and organise your files and folders.



1 Apple menu

Click the Apple logo at top-left and you'll find lots of handy stuff for managing your Mac. Software Update is vital for keeping its software up-to-date, and App Store for finding new apps. As well as options to sleep, restart and shut down your Mac, the other useful command here is Force Quit, which you can use to close a misbehaving app (or any app, though you'll lose any unsaved work).

2 Menu bar

On the Mac this menu bar strip is always present – except if apps can switch to 'full-screen' mode – and it changes according to which application is currently active. After the menu, the first bold word you see is always the name of the specific application you're currently in, and its menu holds commands to do with that app, such as quitting, editing its preferences and hiding it.

3 Menu bar items

At the right-hand end of the menu bar, no matter which app you're using, you can view vital info about your Wi-Fi connection, battery charge (on laptops), volume level and more. Click an icon to view details or change settings. Some other services and apps add icons here. Some of these can be removed by holding ⌘ and dragging them off the menu bar, but others will need a command to quit them. Click the rightmost icon to open Notification Centre and see events; click the magnifying glass to search for things in Spotlight (see page 60).

4 Desktop

You can customise the OS X desktop with your own images: click the menu, select System Preferences, then Desktop & Screen Saver. Go to the Finder menu > Preferences for more options, including whether icons for external media and connected servers show up on the Desktop. In fact, the Desktop is just a folder too: click Desktop in a Finder window sidebar and you can also view its contents in a window, just as you can the contents of any other folder.

5 Sidebar

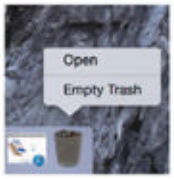
Each window in Finder shows this sidebar (unless you hide it by choosing View > Hide Sidebar). It provides quick access to storage devices, computers on your local network, folders that you use regularly, and other items you add to it (see page 64). Choose what it displays in Finder > Preferences > Sidebar. Click on the sidebar item you want to view and the window content changes to show that item.

6 Folders and views

Your account's folder includes various special folders, such as Movies, Music and Pictures, which are intended to store those media and are useful to keep in the sidebar. 'AirDrop' may appear here too – it isn't a folder, but a way to transfer files between nearby Macs and iOS devices, even if they aren't connected to the same Wi-Fi network (see page 95). You can view the contents of a folder in different ways using the four buttons at top left: as icons; as a list that can be sorted by attributes such as date modified; in a hierarchy; or in Cover Flow.

10 Trash

Drag and drop files here to delete them. Files stay in the Trash until you empty it from the Finder menu or by right-clicking here and choosing Empty Trash. To restore a file before it is deleted forever, open the Trash, right-click the file and select Put Back. Drag an external drive or CD/DVD here and the icon changes to an eject icon.





7 Apps

The Dock shows currently running apps (the ones with a little black arrow under their icon), but not the individual windows for these apps – usually you can right-click on an app's icon and it will list the windows it has open. Except for some system utilities, apps stay open even when you close the last window, so you have to quit them; the easiest way to do this is usually by pressing ⌘+Q.

8 The Dock

There's a divider towards the right of the Dock; apps sit to the left of this and files and folders that you want quick access to can be dropped to the right. Minimised windows flow down to this right-hand area, too. You can rearrange the icons in the Dock by simply dragging them left or right (but not across the divider). You can choose to keep favourite apps in the Dock, so you can launch them simply by clicking on their icons: just drag an icon into the Dock, or right-click on the icon of a running app and select Options > Keep In Dock. To remove the icon of an app you rarely use, just drag it out of the Dock – the icon (but don't worry, not the app!) will vanish in a puff of smoke.



9 Stacks

Just to the right of the Dock's dividing line are shortcuts to commonly used folders on your Mac – known as stacks in this context. Click one to see its contents; click an item within it to open that item, or click the 'Open in Finder' arrow icon to open the entire folder as a normal Finder window. You can change a stack's appearance (from a 'fan', as in the main image, to a grid as shown above, or a list) by right-clicking it and selecting a View option from the menu that appears. The Downloads folder is already placed here, and it will bounce to signal when a download is complete. You can add any other folders you wish, such as one for a project you're working on, by dragging them from a Finder window to this area. Let go when the other icons have slid out of the way to make room for it.

Close and minimise

The three coloured 'traffic light' buttons at the top-left corner of OS X windows are used to close the window, minimise it, or show it full-screen. (Helpful symbols appear in the buttons when you move the pointer over them, as shown.) Click the red button to close the window. Yellow is for minimise – click this and the window flows down into the right-hand side of the Dock; click the thumbnail of it there to reopen it as it was before. Click the green button to make the window expand to completely fill the screen, covering everything. If you ⌥-click the green button, the window will resize to the largest optimum size for the content (which varies in different views).



Master the Finder

Learn how to manage and locate files with this most important app

Finder is an essential tool for every Mac owner. No matter what other bells and whistles OS X has gained over the years, Apple continues to describe Finder as 'The Macintosh Desktop Experience' – it's central to how you browse your Mac's storage and organise your files using folders, tags and other attributes. And Finder hasn't changed in its basic operation since the first release of OS X back in 2001. That says something about how good it is.

The simplest of tasks, such as copying and moving files, will be familiar if you've used any version of Windows before – so you have nothing to worry about if this is your first Mac.

With Finder, everything is set up for you to be able to find your files and folders quickly and access your disks and servers as fast as possible. And there are a number of ways you can customise it to make your Mac a more personal experience to you. For instance, you can choose which folders, devices and drives appear in the sidebar, choose to either show mounted disks on the desktop or not, change which items appear in the toolbar and much, much more.

At some point you're going to want to locate files that you saved weeks, months or even years ago. Finder has that well covered, too. Items can be tagged with, say, a project name, and it's possible to retrieve all files with a specific tag in an instant – even if they're saved in different places. Finder also provides a powerful tool, Smart Folders, to locate things based on a multitude of complex criteria.

Over the following pages we've got some expert tips to share with you that will put you in more assured control – we'll start with the basics and move to more advanced operations (that are still easy to perform, but will enhance your Mac experience).

It goes without saying that you don't need to memorise all that's presented in these pages, but at some point you'll probably come back to ensure you know how to work out what's using up space, how to rename several files quickly, and how to share files. Let's get started…

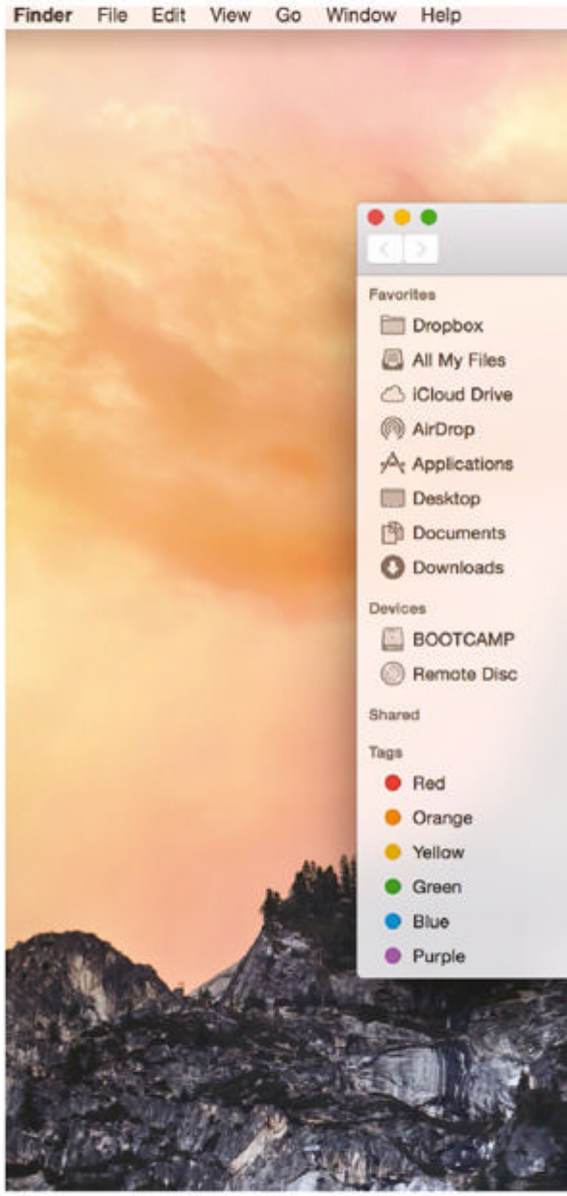
1 Copy files and folders

To duplicate an item, click it and press ⌘+D (or right-click it and choose Duplicate). Copy it elsewhere on the same disk by holding ⌥ while dragging it – a green badge with a + confirms that a copy will be made when you let go. Dragging to another disk copies by default.



2 Move files and folders

Normally, dragging an item into another folder on the same disk moves it. To move it to another disk, hold down ⌘ while dragging it – no green + badge will appear next to the pointer, which confirms that the file will be moved (if you don't hold down the modifier key the item will be copied). It's a handy shortcut to know!

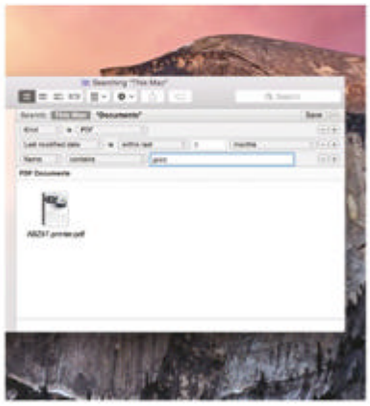


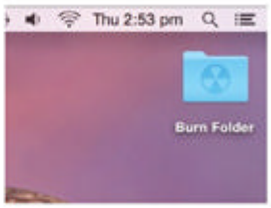
3 Select several items

To select every item between one and another, click the first, then hold ⇧ and click the second (if you click the first and last item with ⇧ held down it will select them all). To pick up a more scattered bunch of items (perhaps you want to select only a few files in a folder) click the first and then hold ⌘ while clicking others. You can now copy or move the selected items, just like an individual item.

Smart Folders

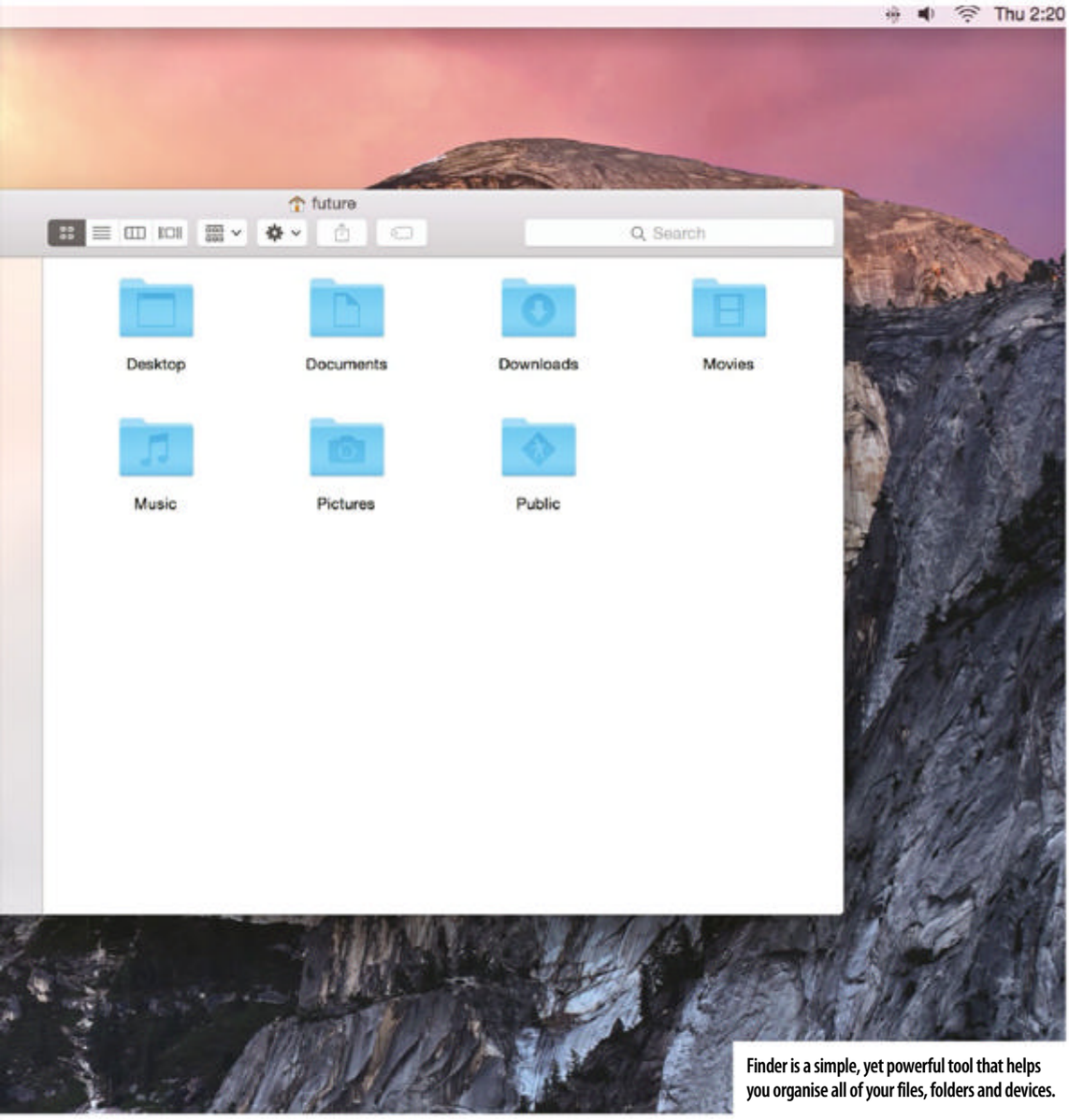
Smart Folders look a lot like ordinary folders, but they're distinguished by a purple icon. Smart Folders are 'smart' because they enable you to add criteria that automatically places files matching that criteria in the folder. To create a Smart Folder go to File > New Smart Folder. In the Finder window that appears, search for the name of the files that you want to add to the folder (you may want all files in a certain project in a Smart Folder, for instance). You can add criteria by hitting the + button and save the folder by hitting Save. See tip 9 for an alternative way to create Smart Folders.





Write a CD/DVD

Although modern Macs don't have optical drives, you can still burn discs using OS X. With a CD/DVD writer attached to your Mac, choose File > New Burn Folder and drag items into it. Open it and choose View > Show Status Bar to monitor the required disc capacity. Click Burn (top right) to write the folder's contents to a disc.



Finder is a simple, yet powerful tool that helps you organise all of your files, folders and devices.

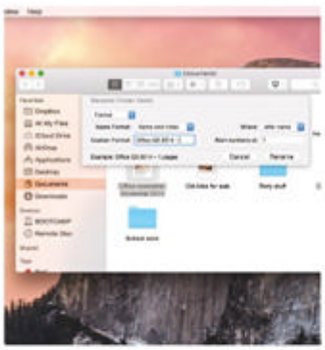


Shred files

When you right-click the Trash to empty it, items may be recoverable until their old space is overwritten. Hold ⌘ and choose Secure Empty Trash to reduce this risk.

6 How to batch rename files

In OS X Yosemite, you don't need to worry about spending time renaming files individually as it includes a handy batch rename feature. With several items (files or folders) selected, right-click and choose the option that says something like 'Rename 3 Items…' This opens a panel in which you can search for and replace text in the existing filenames, prefix or append something to them, or reformat them.



4 Quickly group items

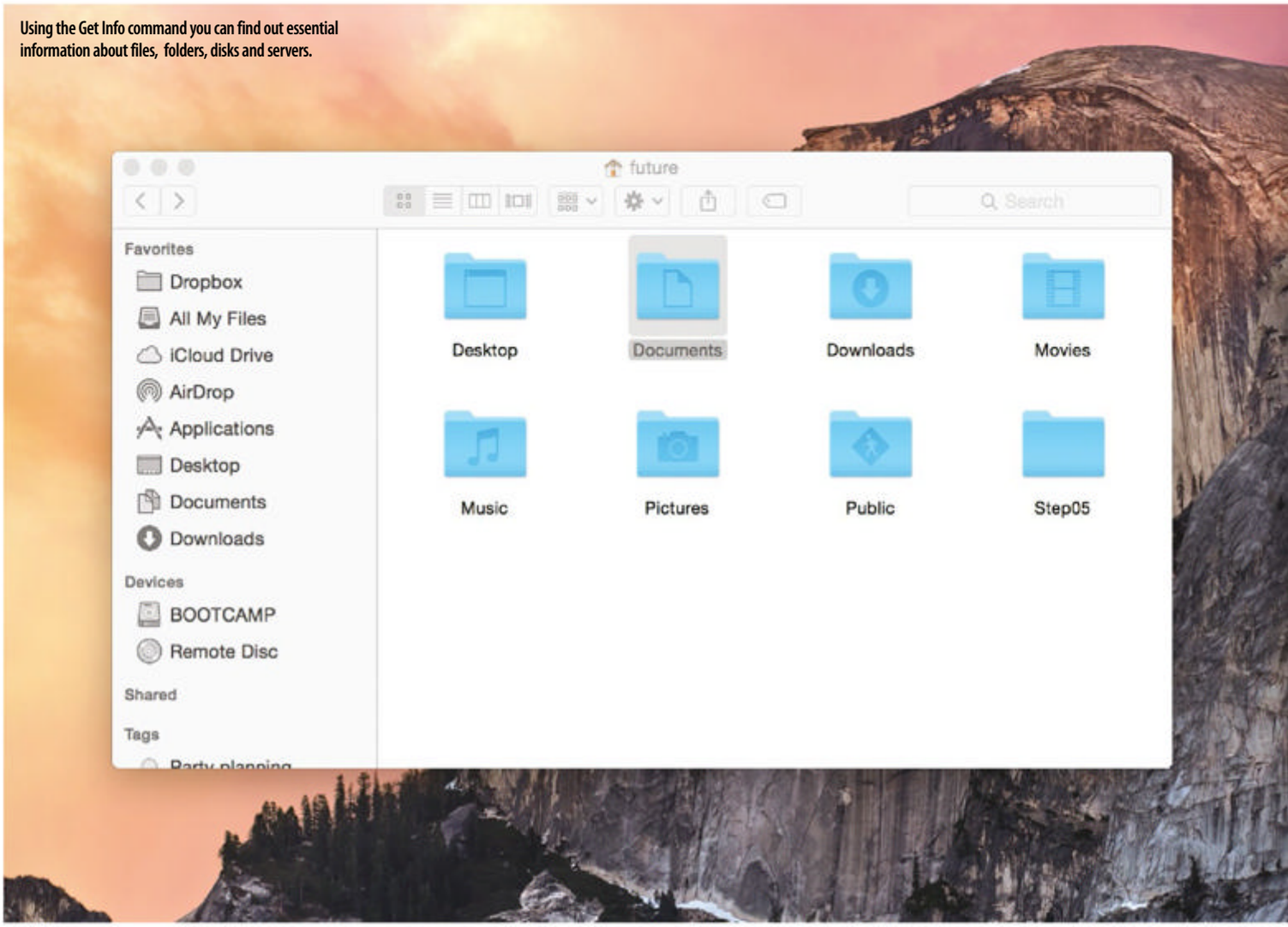
You may end up with several items loose on the desktop that you want to gather up in a new folder, but don't want to spend the time creating a folder and selectively dragging them in. A little-known shortcut is to select the files you require and press ⌘+ctrl+N, or right-click one of the selection and choose New Folder with Selection. Rename the new folder by typing straight away.

5 Merge folders

If you copy or move a file into a folder where an identically-named file exists, a warning appears in which you can choose to replace the existing file or to keep both, which adds 'copy' to the new file's name. For folders it's a little different, with the Finder offering only to replace the existing one. If you hold ⌥ you'll have the option to merge contents – handy if you want to add to a collection of photos or documents, for instance.

Airdrop explained

This option may appear in the Finder window sidebar. Like the Share menu, it's a method of transferring files between Macs and iOS devices without them needing to be connected to the same network or to each other by a cable. See page 95 for more.



Using the Get Info command you can find out essential information about files, folders, disks and servers.

7 Compress files

You can copy one or more items into a zip archive (so you can easily email them to a friend or colleague, for example) by selecting them and then right-clicking and choosing Compress…. Double-click an archive to unpack it to the same folder. If it contains two or more items, they'll be placed in a folder named after the archive.

8 Search for files

Finder makes it incredibly easy to, er, find your files. Simply type something into Finder's search bar and it suggests attributes to search upon, such as filename, kind, and the sender or website where a file originated. Click one to choose that criterion. In the options bar, you have the option of searching your entire Mac, any hard drive or server that is attached, or only the folder you were viewing before typing. No more lost files!

9 Smart Folders

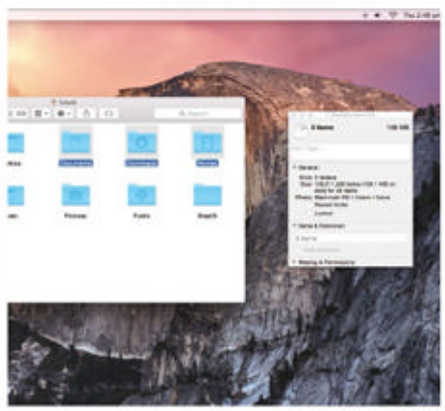
Press ⌘+⌥+Space to open a Spotlight Search window. This looks a lot like a Finder window, but you can click the + in its options bar to build complex criteria that files must match. You can, rather handily, then click Save to preserve your criteria as a Smart Folder, the contents of which update automatically.

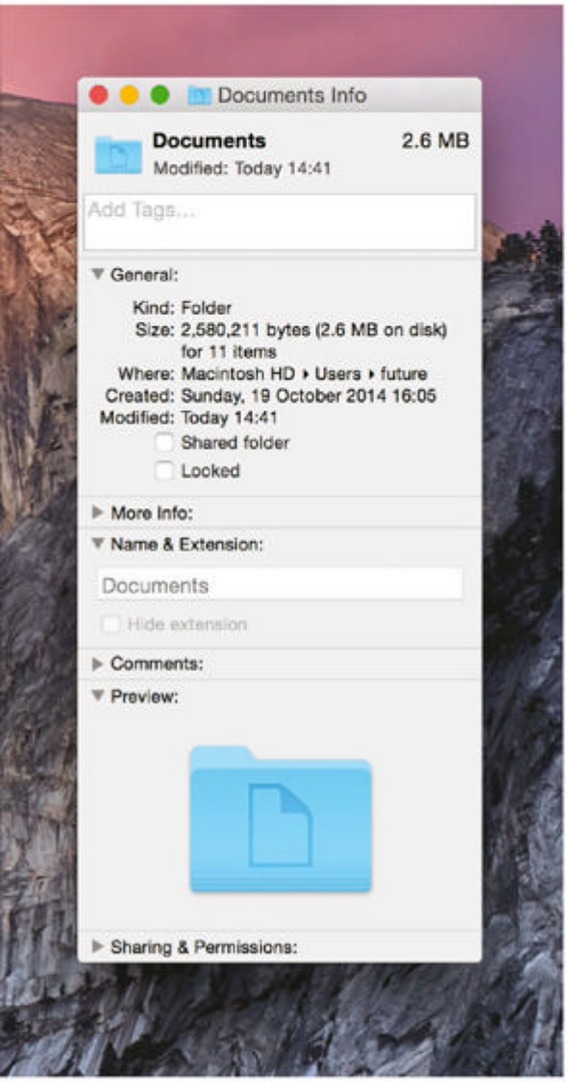
10 The Get Info window

The Get Info window is one that you'll find yourself using a lot. With an item or multiple items selected, right-click it or them and choose Get Info (or press ⌘+I) for a summary of that file. Click the triangle next to 'Open with' to pick which application an individual file will open with, or to tell Finder that you want all files of that type to open with a specific app in future (for example opening PDF files in Adobe Acrobat Reader rather than the default Preview app).

11 The Inspector

Pressing ⌘+⌥+I opens a window much like the one in the previous tip, but the information displayed in this one updates as you add or remove items from your selection. This makes it a good way to calculate the combined size of a bunch of files and folders.





12 Create and manage tabs

You can create several Finder windows to work with different folders simultaneously, or you can open locations in tabs within one window to minimise clutter on your desktop. Do this by choosing File > New Tab. When copying or moving an item, simply drag it over a tab and then wait a moment for the Finder to switch over to it.

13 Merge all windows

Even if you intend to use tabs in Finder, it's extremely easy to end up with several windows – again cluttering up valuable desktop space. These windows can be combined into a single window very easily by using the Merge All Windows command. With many tabs open, it can be hard to find the one you want. Swipe horizontally with two fingers on a trackpad (one on a Magic Mouse) to scroll along the tab bar.

14 Aliases

Aliases are shortcuts to items to which you want quick access – often from the desktop. To create them simply hold ⌘+⌥ when dragging an item (the pointer changes to a curved arrow). Release to create an alias and leave the original in place. Double-clicking the alias opens the original.

15 Attach tags to a new file

When you're saving a new file, many apps show a box labelled 'Tags' below the one in which you name the file. Type a keyword or phrase and press ↵ to create a new tag and attach it to the file, or pick existing tags from the list that drops down from the box when you click in it. Obviously, doing this makes finding your files at a later date even easier.

16 Tag existing files

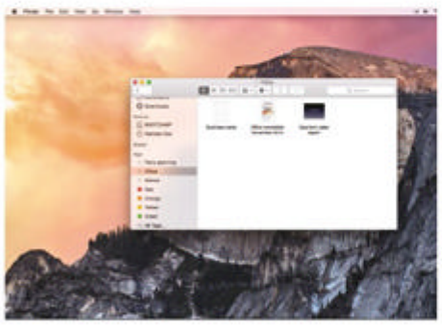
Tags can be attached to existing files – and folders – by selecting them in the Finder, clicking the tag button in the toolbar and then typing a new tag or select an existing one. You can attach multiple tags to a file. Alternatively, drag an item onto one of the tags listed in the sidebar to attach it.

17 Find by tag in the sidebar

The list of tags in the sidebar isn't simply for assigning tags to files. Click one and the pane to the right will show all files and folders with that tag attached. Right-click a tag to rename or delete it, which updates the tag wherever it's attached. In addition, you can assign colours to tags here.

18 Find by tag in the search bar

Tags appear among the suggestions when you type into Finder's search bar. When adding criteria in a Spotlight search window, click the attribute name, choose Other… and search for the Tags attribute. This enables you to search for a whole tag name, or just part of one.

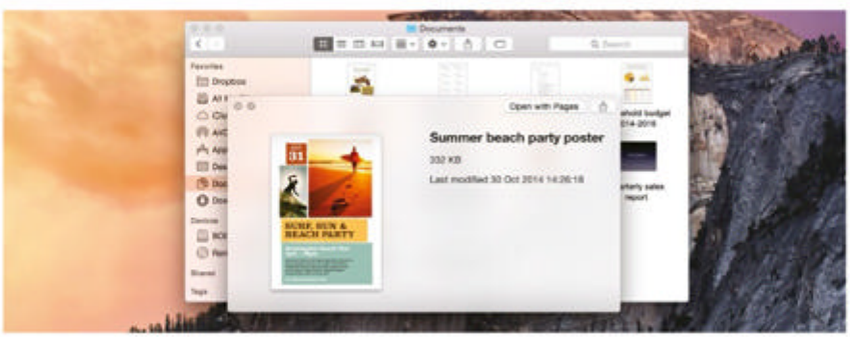


19 Right-click for more options

When you right-click a file or folder, the bottom item in the pop-up menu is Services. Move the pointer over it to see more actions that you can perform on the item. Some apps add Services as a way for you to quickly process items, and you can create your own using Automator.

20 Share files with other people

Select an item and click the Share button in Finder's toolbar (or right-click and choose Share). You can send items in an email or iMessage, or AirDrop them to a nearby Mac or iOS device. Apps you install may add options here, which will be indicated by a numbered badge next to 'More…'.



What is Quick Look?

It can be frustrating having to open up files to see their contents (maybe you've been lazy naming them in the first place?). Luckily, many kinds of files don't need to be opened in order to see what they are. Select a file and tap the Spacebar to open a Quick Look window. PDFs, images, fonts and many other kinds of file can be checked out this way. See page 58 for more.

Discover OS X's gestures

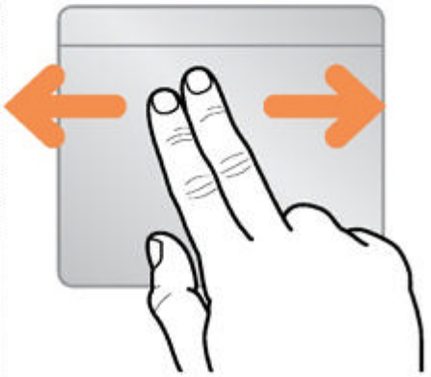
Control your Mac with the multi-touch gestures in OS X Yosemite

HOW TO | USE GESTURES ON A MAGIC TRACKPAD



Two-finger double-tap

Double-tap twice with two fingers to zoom in on the part of a website or document that's under the pointer. Apple calls this Smart Zoom, since it looks at where you've tapped and zooms in to give you the best possible view of that area. So if you're looking at a multi-column website, Smart Zooming on a column will focus on it. Repeat this gesture to zoom out.



Two-finger swipe

Rest two fingers on your trackpad and swipe them to the right to move back to the previous page in Safari, or the preceding page in a document you're looking at (in Preview, for example). Swiping your fingers to the left has the opposite effect – like pressing your web browser's Forward button or going to the next page in a long PDF file.



Three-finger swipe up

Lay three fingers alongside each other on your trackpad and swipe them upwards to bring up Mission Control, OS X's handy nerve centre (see overleaf). From here, you can see the windows of all running apps. Click one to switch to it. Alternatively, swipe three fingers upwards or downwards to jump back to the window you were using previously.



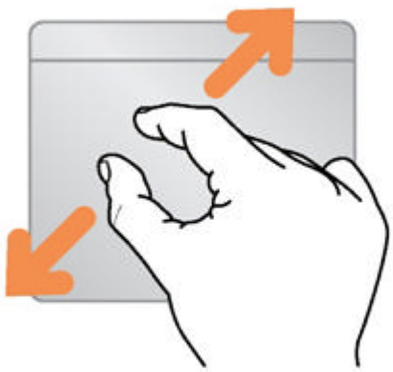
Three-finger double-tap

Move the pointer over a word in a text document, email or website in Safari – even one that's part of a hyperlink. Now tap on your trackpad with three fingers. The word under the pointer will be highlighted and a dictionary definition and thesaurus entry pops up. This gesture is a truly fantastic timesaver when you come across words you don't understand.



Three-finger swipe left/right

Place three fingers on your trackpad and swipe left or right to move between the workspaces you've created in Mission Control or apps you've switched to full-screen mode. As you swipe left or right, the next one slides into view. If the ordering of apps and spaces becomes confusing, get a quick overview by opening Mission Control and looking at the top row.



Pinch out to zoom in

To zoom in on a document, say a photo or a PDF, place your thumb and index finger close together and spread them apart. To zoom out again, pinch the same fingers back together. If you've ever used an iPhone, iPad or iPod touch, this gesture will be familiar, and it can be used really effectively with two-finger scrolling to move around a web page on a small screen.

Controlling your Mac using multi-finger gestures on a trackpad or Magic Mouse is one of OS X's key features and borrows from the touchscreen experience of the iPhone and iPad. But remembering all the options can be tricky at first, so here's a useful guide to the gestures you're likely to use the most often. Remember that existing gestures which you might have used in older versions of OS X, such as dragging two fingers up and down a trackpad to scroll, still work in Yosemite. Note that when we talk about 'tapping' your mouse or trackpad, we mean tapping rather than clicking the button. To change settings, see System Preferences.

How to multi-touch

To use multi-touch gestures to control your Mac, you'll need a Magic Mouse or a Magic Trackpad, a MacBook Air (all models), a white MacBook (late 2009 and newer), or an aluminium unibody MacBook or MacBook Pro (early 2008 and newer).



Four-finger spread

Place your thumb, index, middle and ring fingers close together on the trackpad and spread them outwards. All of the windows fly off the screen to reveal your desktop, so you can reach the files and other icons on it. Drag the same four fingers back together to pull the windows back into view. This will work as a left- or right-handed gesture.



Four-finger pinch

Place your thumb and first three fingers slightly apart on the trackpad, then pinch them all together. This will bring up Launchpad, the iPhone- and iPad-like screen that contains all of the apps you've got installed. Click the app you want to open, type a name to search for an app, or leave the Launchpad window again by spreading the same four fingers outwards.

Use gestures on a Magic Mouse



One-finger double-tap

Tap the top of your Magic Mouse twice to zoom in on the part of a website or document under the pointer. Apple calls this Smart Zoom, since it looks at where you've tapped and zooms in to give you the best possible view. This requires turning on 'Smart zoom' in > System Preferences > Mouse > Point & Click. Repeat to zoom out.



One-finger swipe

Lay one finger on top of your Magic Mouse and swipe it to the right to move back to the previous page in Safari or the preceding page in a document. Swiping to the left has the opposite effect – like clicking your web browser's Forward button. This requires turning on 'Swipe between pages' in > System Preferences > Mouse > More Gestures.



Two-finger double-tap

Double-tap two fingers on top of your Magic Mouse to bring up Mission Control, OS X's nerve centre (see overleaf). From here, you can see the windows of all running apps. Click one to switch to it. Alternatively, double-tap two fingers on your mouse again to jump back to the window you were using previously.



Two-finger swipe

Place two fingers on your Magic Mouse and swipe to the left or right to move between the workspaces you've created in Mission Control or apps you've switched to full-screen mode. As you swipe, the next one slides into view. If the ordering of things becomes confusing, get a quick overview by opening Mission Control and looking at the top row.

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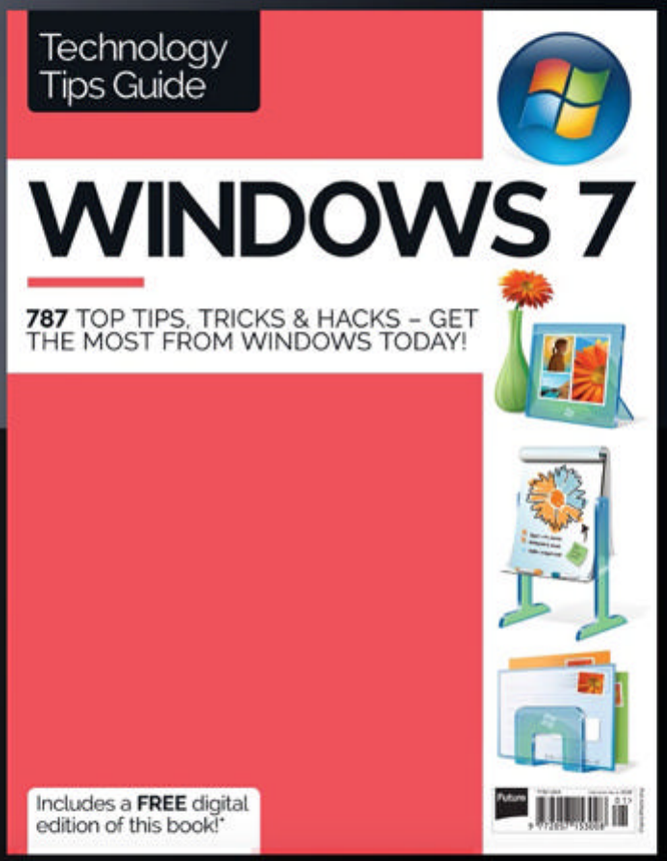
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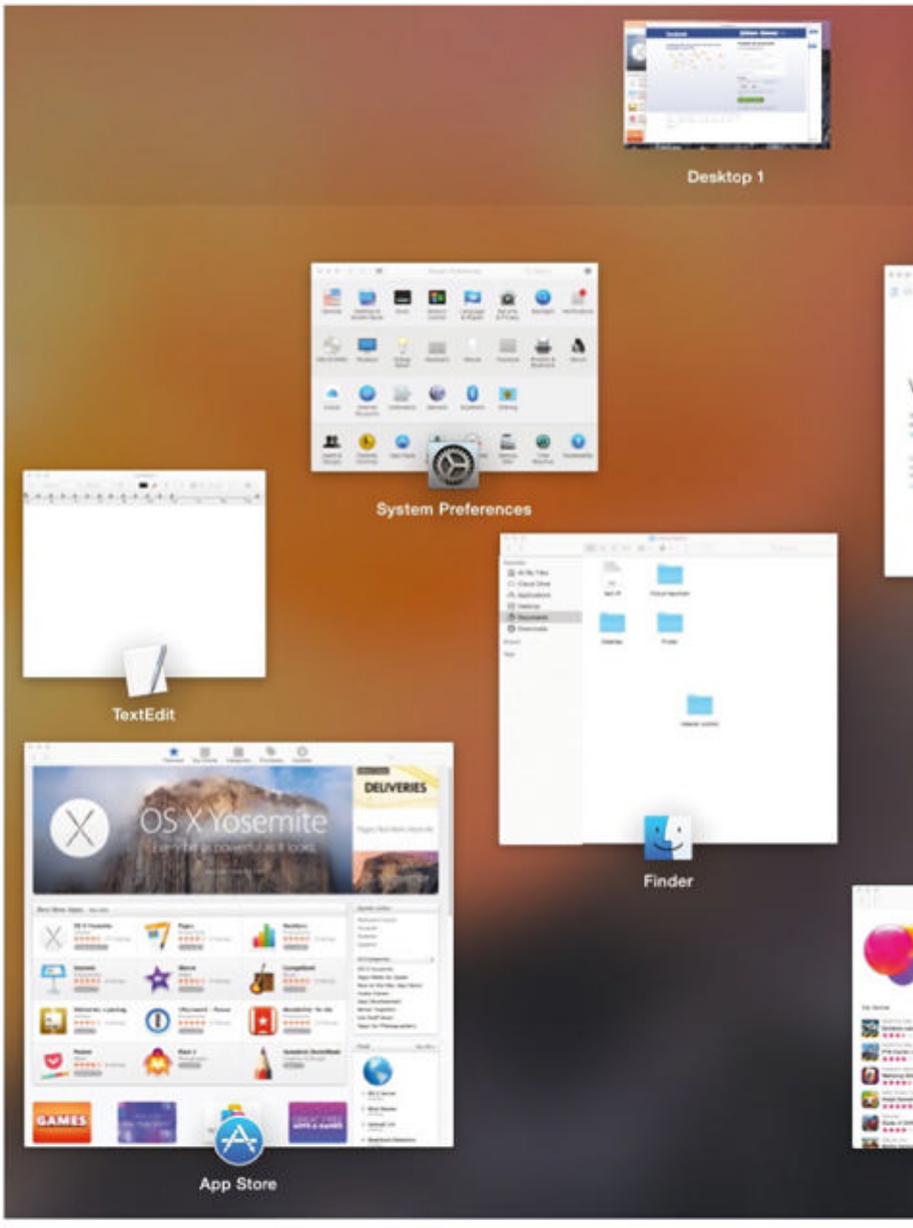
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Master Mission Control

Make the most of OS X Yosemite's nerve centre

When you've got loads of different apps running at once – Mail, Safari, Pages, iTunes and so on – finding your way between all of their windows can get confusing. Mission Control, OS X Yosemite's nerve centre, is designed to make that easier by showing you everything that's running on a single, simple-to-navigate screen.

It's never more than a click or gesture away. On a Magic Mouse, double-tap two fingers on the top. With a Magic Trackpad or a recent Mac notebook, lay three fingertips on the pad and swipe them upwards. Finally, you can also press the key marked with various-sized rectangles on your Mac's keyboard. On current Apple keyboards it's also marked with F3, but older keyboards might show one or the other. Apple calls this the Mission Control key.

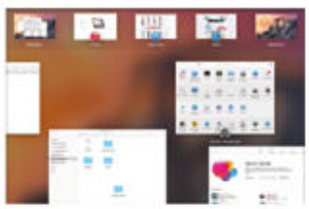


1 Open it



As well as using the gestures described above, there are other ways to make Mission Control appear. OS X treats it like an app, so you can add its icon to your Dock by dragging it there from your Applications folder. Alternatively, use the Hot Corners feature (see 'Mission Control options' opposite) to open Mission Control – or to activate your screen saver – by moving the pointer to one of the desktop's corners.

2 Spaces



The strip of thumbnails along the top of the screen shows your current spaces. Dashboard, your desktops and full-screen apps are all spaces. Swipe left or right with two fingers on a Magic Mouse, or four on a trackpad, to slide between spaces in the order shown to see what's open in them. ⌥-click a space to see its windows, or just click it to jump to it and leave Mission Control.

Return to the desktop

To get out of Mission Control, repeat the gesture used to open it – a two-finger double-tap on a Magic Mouse or a three-finger slide up on a trackpad. Alternatively, click one of the windows in the central area to return to the desktop and pull that window in front of the others, or click elsewhere on the screen to go back to the app and window you were using. The Mission Control key has the same effect.

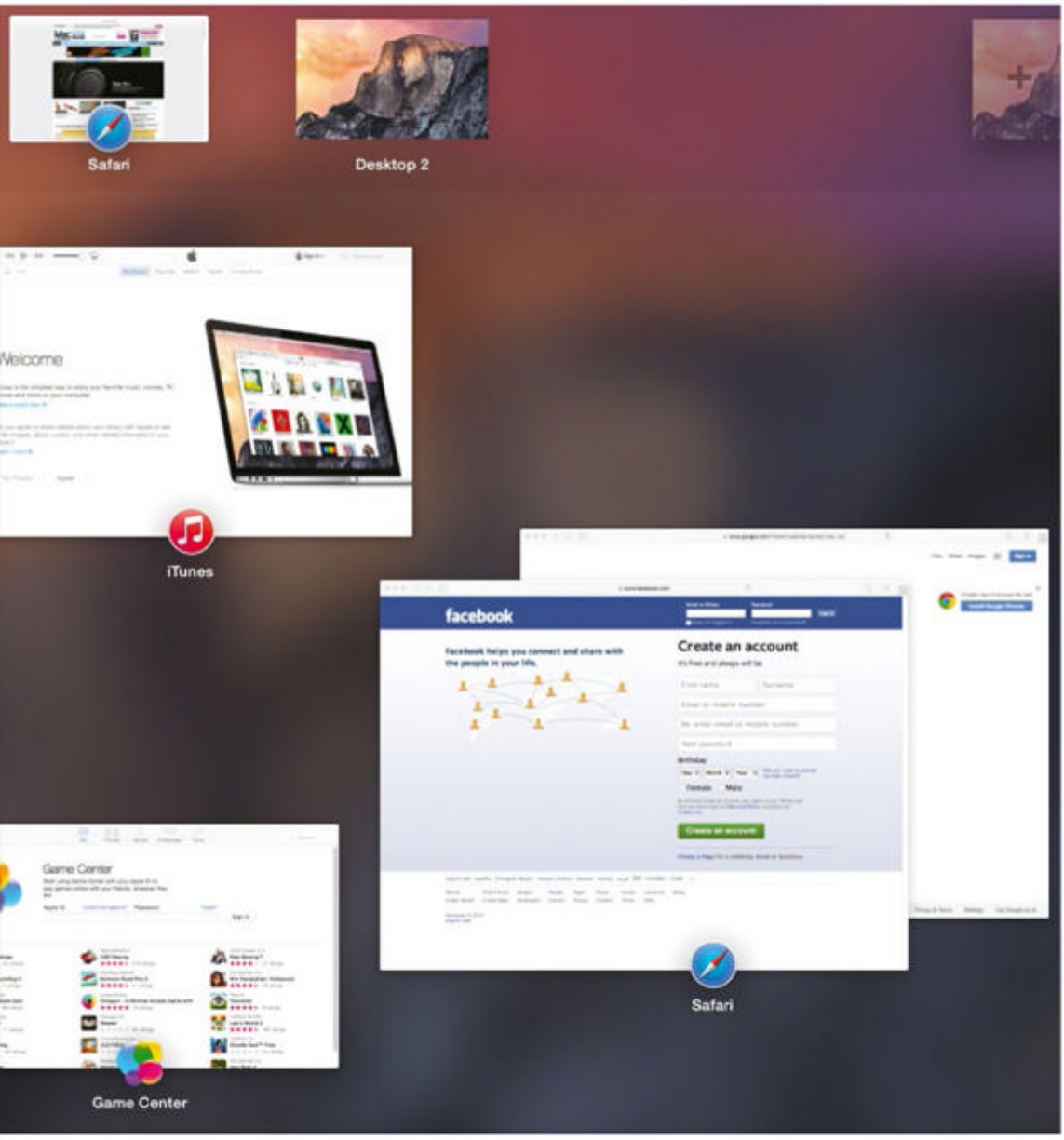


3 Your running apps

Each app that's running on the current desktop gets its windows grouped together in a stack. So if you've got several Pages documents open, the one you viewed most recently appears at the front, with the others behind it. But you can click any of the windows in the stack to pull it forward and work with it. If it's too difficult to identify the window you want, move the pointer over a stack and swipe up with one finger on a Magic Mouse or two on a trackpad. If you can't distinguish a window's contents, place the pointer over one and press the space bar to magnify it.

7 Multiple Desktops

A + sign appears at the top-right corner when you move the pointer there. Clicking this creates a new desktop. If you decide you no longer need any desktop, move the pointer over its thumbnail for a moment, then click the cross that appears in its top-left corner. Beware, though: Mission Control will forget any app associations you made to that desktop. You can assign a different background image to the current desktop in > System Preferences > Desktop & Screen Saver.



6 Assign apps to a desktop

If you want a particular app to appear on a specific desktop, you'll first need to create more than one desktop (move the pointer to the top right corner and click the + that appears). Then to assign an app on a desktop, right-click the app's Dock icon and choose Options > Assign To This Desktop.



5 Fullscreen apps

Each app that you've got running in fullscreen mode is classed as a space of its own, so they appear in the upper area, and their windows won't appear in the lower part. As with any space, you can click through to a fullscreen app directly, or access them in turn using the swipe gestures on your Magic Mouse or trackpad. Remember, pressing ⌘+ctrl+F switches an app in and out of fullscreen mode.



Mission Control options

You can customise Mission Control's behaviour in > System Preferences > Mission Control. For example, do you want Dashboard to appear as a space or as a simple overlay, as it did in older versions of OS X? You can spread out windows instead of stacking them. It's also possible to alter the keyboard and mouse shortcuts to Mission Control, and to set up Hot Corners to execute actions when you move the pointer to a screen corner.



4 Copy and paste

You can actually use Mission Control to copy and paste text and images between apps – handy! Say you find a picture on a web page that you want to use in a Pages document. Click and drag the image you've found. Then, while holding down your mouse button or trackpad, hit the Mission Control key to display all your open windows. Move the mouse pointer over the window you want to paste the image into, then hit the Mission Control key again to bring up that window. Now release the mouse button or stop pressing down on your trackpad to paste the picture.

Launch apps quickly

Make the most of Yosemite's Launchpad to get at your apps quickly

Launchpad puts every app that's installed on your Mac at your fingertips for easy access. The way it works is essentially the same as on an iPhone or iPad: icons that you click to open an app, and can rearrange as you please.

There are several ways to get into Launchpad. The first is to click its icon in your Mac's Dock: it's a silver circle with a rocket on it. If you've got a trackpad, place your thumb and first three fingers slightly apart on the trackpad's surface, then pinch them together to make Launchpad appear. When you're done, just make the gesture in the opposite direction to make Launchpad vanish.

Launchpad can cover several screens, arranged horizontally. To move between them, swipe two fingers sideways on a trackpad, swipe one finger on a Magic Mouse, click and drag the screen horizontally with other mice, or tap the left and right arrow keys on a keyboard.



Launchpad offers a quick way to launch and manage all the apps on your Mac. Like on iOS devices, you create folders.

Launch Launchpad

Launchpad contains all the apps on your Mac, with Apple's apps listed first. When you install new apps they'll be added to the first screen from the left with available space. To rearrange the icons, move the pointer over one, hold down your mouse or trackpad button, then drag the icon where you want it and let go. To move it to the next screen, drag it to the right-hand edge of the current one; after a short pause, the next screen will slide into view. You can also drag an app icon from Launchpad into the Dock.

Group behaviour

You can put apps into folders to better organise them by dragging the icon of one app over another. You'll see a white frame appear around the icon; let go of your mouse or trackpad button to create the folder. It'll be given a name based on the kind of app you've grouped, but you can change it: click to open the folder, click its name, then type a replacement.

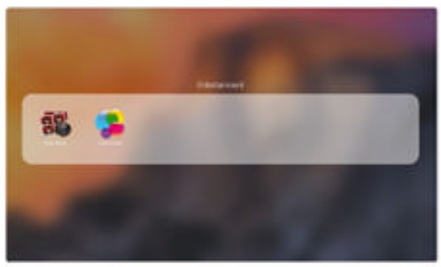
Launchpad also makes it easier to delete apps. Click and hold on an app icon (or hold the ⌥ key) until they all start to jiggle and some will display an X. Click this to uninstall that app (but beware: there's no 'undo' option – you'll have to redownload the app). You can delete only apps bought from the App Store – Apple's standard apps can't be uninstalled. You also need to be logged in with an administrator account.

HOW TO | ORGANISE WITH LAUNCHPAD



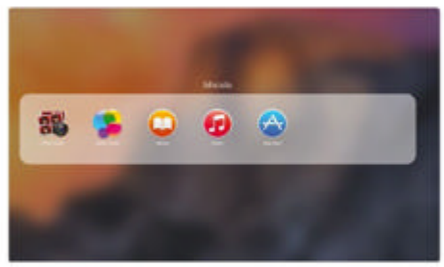
1 Lift off!

Click the Launchpad icon in the Dock and then click an app's icon to launch it. If you have a lot of apps, swipe between multiple screens – the number of screens available is indicated by tiny dots just above the Dock. Click and drag an icon to move it to a new position in Launchpad.



2 Add to folders

As in iOS, apps can be organised into folders. To create a folder within Launchpad, all you need to do is drag one app icon onto another. The folder is named after the genre of one or both of the apps (based on their App Store category), but you can rename the folder and also add more apps to it later.



3 Customise folders

To open a folder, just click it; to launch apps inside it, click their icons in the normal way. To move apps around within a folder, click and drag them; to remove an app from a folder, drag it over the Desktop behind. The folder closes so you can drop the icon elsewhere. To rename a folder, click its title and type a new one.

Future

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Using Notification Center

OS X can alert you to emails, messages and other events

SKILL LEVEL
Anyone can do it

IT WILL TAKE
20 minutes

YOU'LL NEED
OS X 10.10

There's nothing worse than realising you were due in a meeting 10 minutes ago, or have forgotten a birthday. Luckily, Notification Center can make such disasters a thing of the past. It displays little pop-ups on your screen to tell you about a new email, an event in your Calendar, a new iMessage, or a note you've left for yourself using the Reminders app (see page 119).

Notifications also appear in the Notification Center sidebar, which you access by clicking the rightmost icon in the menu bar. You can also place two fingers on the right-hand edge of your Mac's trackpad and swipe left onto the trackpad to slide the sidebar into view. You control notifications mainly in System Preferences, which is accessed via the menu. Many apps provide extra control over their notifications in their Preferences window – open the app in question and press ⌘+,.

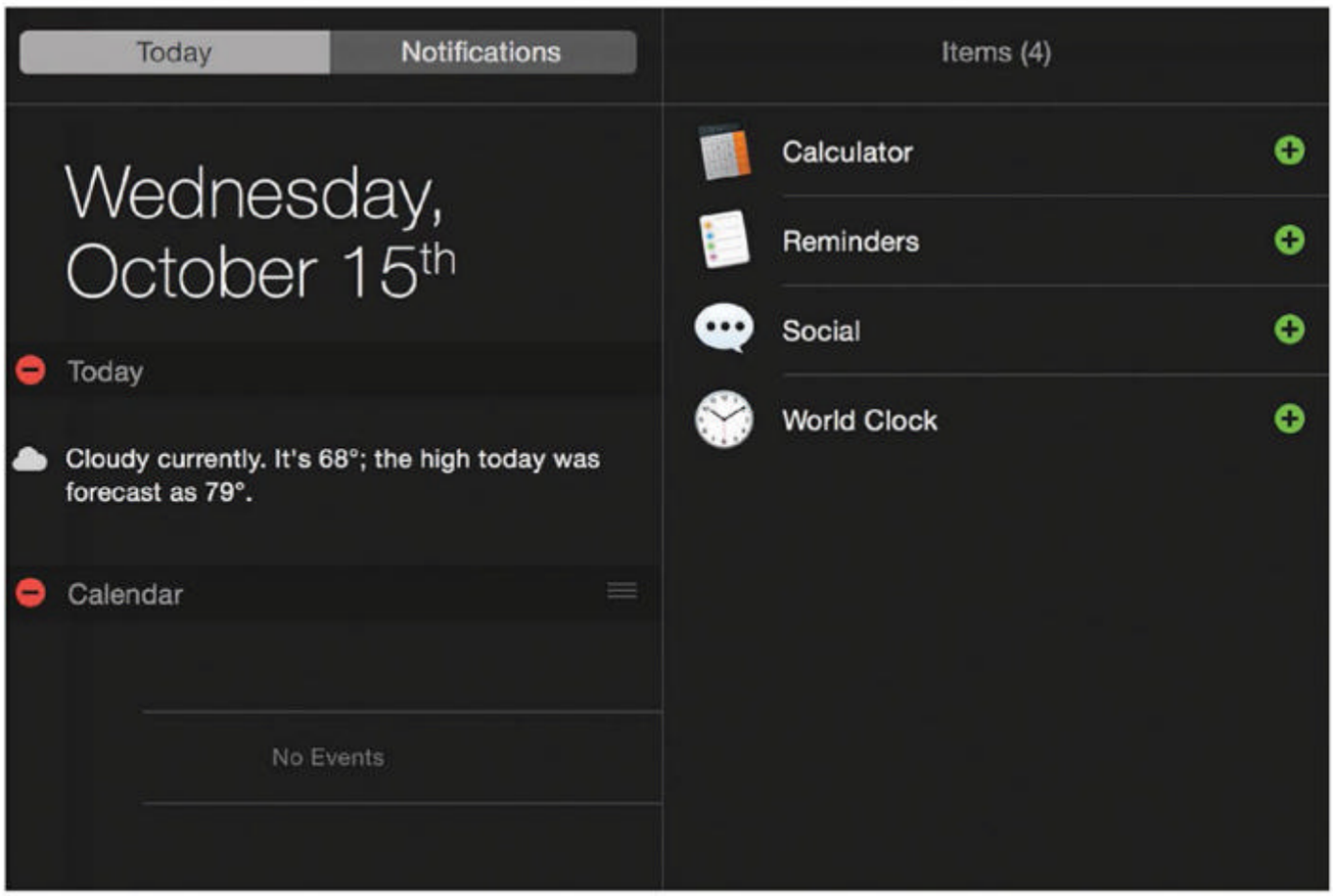
Notifications displays little pop-ups on your screen to tell you about emails, events, iMessages and more

Set your preferences

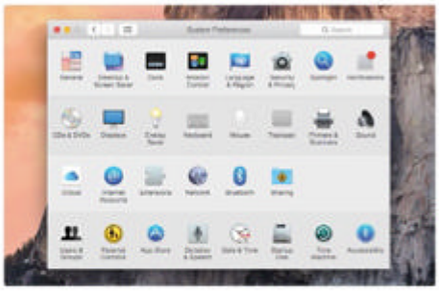
The Notifications pane in System Preferences provides overall control of how the system works. On the left is a list of apps that are able to display things in Notification Center, divided into apps 'In Notification Center' at the top and those 'Not In Notification Center' below. You can drag apps between the two sections to show or hide them. The 'Sort Notification Center' setting below the list lets you choose the order in which notifications appear. 'By time' places the newest at the top, while 'Manually' displays them in the order in which you place apps in the list.

When you click an app in the list, you can decide the behaviour of its notifications. There are various ways an app can make you aware of something. Banners appear briefly in the top-right corner of the screen, then disappear into Notification Center. Alerts appear in the same place, but remain on screen until you dismiss them.

You can decide whether an app can display things in the sidebar, and whether one, five, 10 or 20 items show up. You can set whether an app displays a numbered badge on its Dock icon to indicate how many items await your attention, and whether it can play alert sounds. As you tick or untick the boxes, the summary text under an app's name in the list alters to reflect your choices.

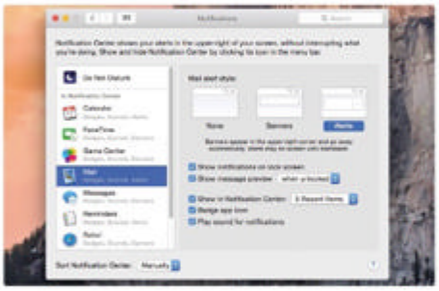


HOW TO | CUSTOMISE YOUR NOTIFICATIONS



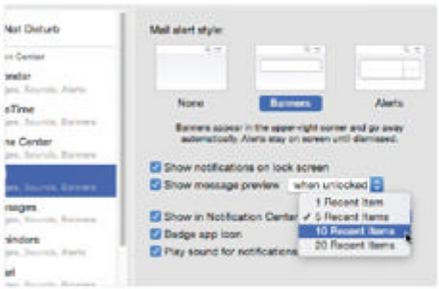
1 Get started

We'll show you how to customise the Notifications for the Mail app. The process is very similar for other apps, so once you've done this you'll be able to do the same for all your apps. To get started, go to > System Preferences and select Notifications.



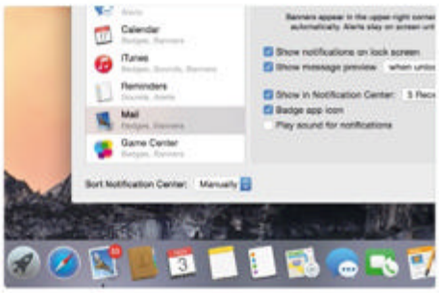
2 Find your app

In the column on the left, click Mail. We'll start by deciding what kind of alert the app is allowed to display when a new email arrives and Mail is open. If you want to be sure you don't miss an email, click Alerts, which remain on screen until you dismiss them.



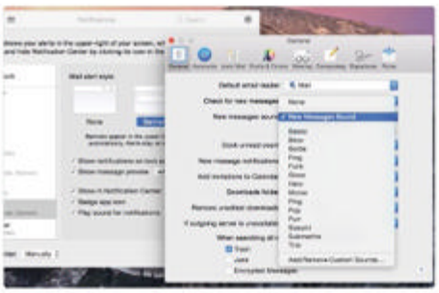
3 How many entries?

The alternative option is a Banner, which will display for a few seconds and then vanish into the Notification Center. First, tick Show in Notification Center, then use the drop-down menu to the right to choose how many of this app's items will appear there.



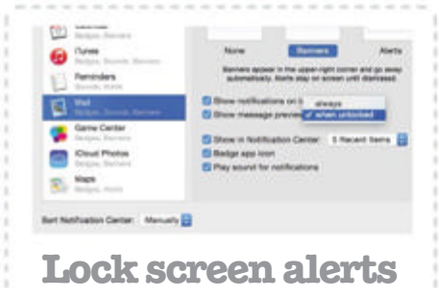
4 Dock icon alert

The 'Badge app icon' tickbox refers to the little red circles with numbers in them which appear on the icons of certain apps in your Dock. In Mail's case, this badge will appear when you've got new messages waiting to be read – a useful extra visual cue.



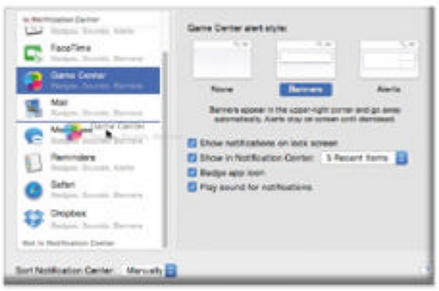
5 Sounds

Lastly, you can enable or disable sounds. You can pick a different sound in Mail's own Preferences, under General. Alongside that setting you can set Mail's badge to reflect unread messages in more folders than just the inbox – useful if you sort messages using rules.



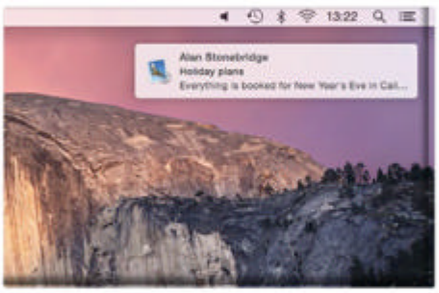
Lock screen alerts

Apps can show notifications on the lock screen (when you're logged in but your Mac is locked). Review this for all apps to keep private stuff under wraps. Some apps, including Mail, let you hide notifcations or just message previews.



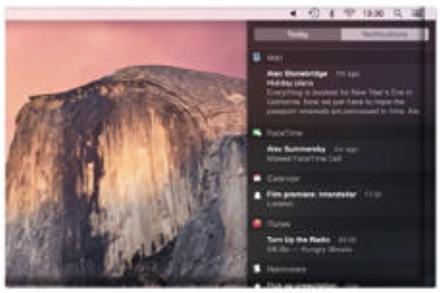
6 Ordering your list

You can set the order in which things appear in the Notification Center, using the Sort Notification Center setting. If you want the newest alerts at the top, set it to By time. Otherwise, choose Manually, and then drag the apps in the list above into the order you want.



7 Receiving Notifications

Now, when a new email arrives and Mail is open, you'll see the white bar appear in the top right of your screen. If it's a Banner, it will soon disappear. If it's an Alert, you'll need to click either Close (to dismiss it) or Open, which takes you to the email.



8 Notification Center

Now click the Notification Center icon at the far right of the menu bar, which will show you all recent Banners from your various apps, in the order you set up. Click a notification to jump to its app, or click the X alongside an app's name to clear all its Notifications.

VISUAL GUIDE | NOTIFICATION CENTER PREFERENCES

Decide which apps will attract your attention

Selected apps

1 In this panel you will see the apps that can appear in your Notification Center. To get rid of them from Notification Center simply drag apps that you don't want displayed into the bottom group – 'Not in Notification Center'.

Alert style

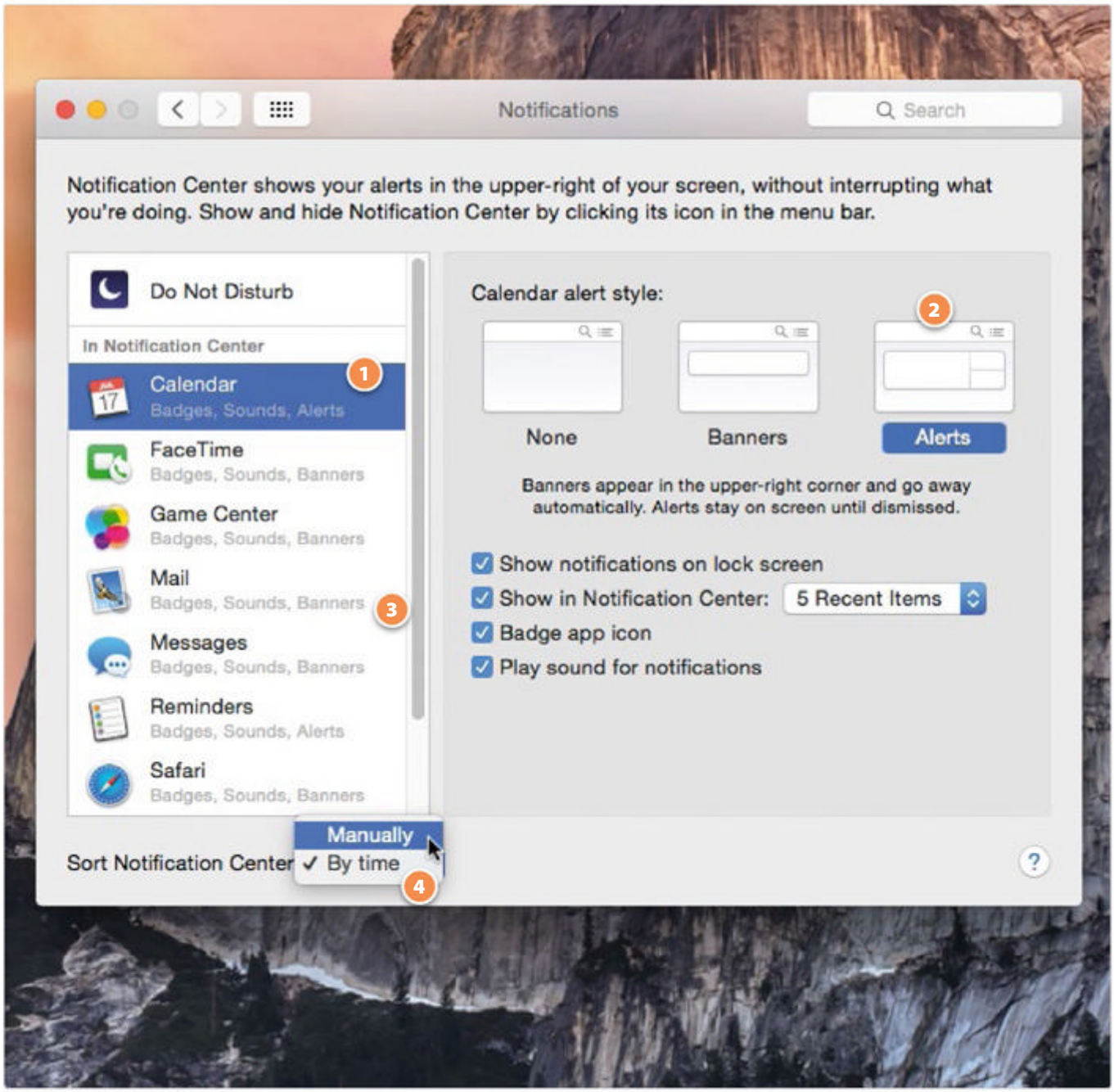
2 Click an app in the list, and then decide on the right how it displays alerts – we explain the different options in box 3. Click on the Do Not Disturb option at the top to bring up its options and decide when you don't want notifications.

Other options

3 Choose here whether notifications show on your lock screen, how many alerts the app can display in Notification Center's sidebar, and whether it can display a numbered badge on its icon or play sounds.

Sort order

4 Use this pop-up menu to decide the order in which messages appear in Notification Center. 'Manually' follows the order you create in this window whereas Time simply shows them as they are delivered.



Discover the Today view

Notification Center now includes a Today view with add-on widgets

SKILL LEVEL
Anyone can do it

IT WILL TAKE
10 minutes

YOU'LL NEED
OS X 10.10, internet connection, Apple ID, one or more third-party widgets

One of the most noteworthy things about Yosemite is the way that OS X and iOS are not just working more closely together, but the desktop OS is adopting some of the best bits from the iPhone and iPad. The big revamp to Notification Center in iOS 8 has proven especially popular on mobile devices, enabling users to use the new Today view to see regularly accessed information, and add widgets to customise the experience.

This system has now come to OS X, providing at-a-glance views of calendar events, reminders, weather forecasts, stock prices, and more. It remains to be seen whether developers get behind the system as wholeheartedly as they have on iOS, but even though it's still relatively early days we've already seen a number of very useful third-party widgets arrive in the Mac App Store. Here we'll show you how to use these and Apple's default widgets, along with the Today view in general.

One thing worth noting if you try out a lot of widgets – and then discard a bunch of them that you don't actually want to stick with – is that OS X has a tendency to cache them in memory, even if you uninstall their parent apps. A restart fixes this, but it's quicker to open Terminal and reboot Finder by typing the command 'killall Finder'. Hit ↵, and you'll find your Finder windows briefly disappear and then reappear. When you open Notification Center, any uninstalled widgets will be gone.



Yosemite's Notification Center has become more useful by integrating the extensible Today view.

The system provides at-a -glance views of calendar events, reminders, weather forecasts and more

HOW TO | GET STARTED WITH TODAY VIEW

Screen Corner

It can be fiddly to hit Notification Center's menu-bar icon; try dragging your pointer to a hot corner. Open Mission Control in System Prefs, click Hot Corners, choose a corner menu and select Notification Center.



1 Open Notification Center

To access Notification Center, click the icon on the far-right of the menu bar. It then slides across, above other on-screen content. As in iOS, you get a Today tab for time-sensitive info and widgets. If your screen can't show it all, scroll up and down with a two-finger drag/swipe.



2 Get started with editing

The first time you access Today view, you'll see Apple's default layout. The Weather app will ask for permission to use your location; click OK in the Weather widget. Click Edit (at the foot of the panel) to expand Notification Center to see installed widgets (left) and those you can add (right).

HOW TO | GET STARTED WITH TODAY VIEW CONT'D...



3 Switch some widgets

Widgets can be added/removed via drag and drop or using the +/– buttons. Try removing Stocks by clicking its – button; it'll move to the right-hand pane. Add World Clock by clicking the + ; it'll move to the left. Drag the drag-handles at the right of widget titles to reorder your installed widgets.



4 Customise a widget

Various widgets can be customised. Click Done to stop editing, then move your pointer over the World Clock widget, and click the ***i*** to put the widget into edit mode. Click Add to create a new clock, then type and select a location for it. Drag the clocks to reorder them. Click Done when finished.



5 Access weather details

Some widgets, such as Weather, provide more info when interacted with. By default you see current conditions, but click a location and an extended forecast is provided, showing the next few hours and also the coming days. Using the same process as step 4, you can add further locations.



6 Detect third-party widgets

The Today view in OS X Yosemite is extensible, which means you can add third-party widgets installed via the Mac App Store. Also, some apps have an associated widget. When a new widget is detected by your Mac, the Edit button (at the foot of the Today view) will alert you about new items.



7 Add third-party widgets

You add third-party widgets in the same way as the built-in ones, and may need configuring. Note that Today view is primarily designed for 'at a glance' information that's important to you, so put what you consider most useful at the top, and resist the temptation to install too many here.



8 Interact and experiment

Some third-party widgets may interact with their associated parent apps. For example, if you click a total in the PCalc widget, it's sent to the PCalc app (launching the app if necessary), saving you having to copy and paste the value. As ever, experiment to find similar neat touches elsewhere!

Keyboard shortcut

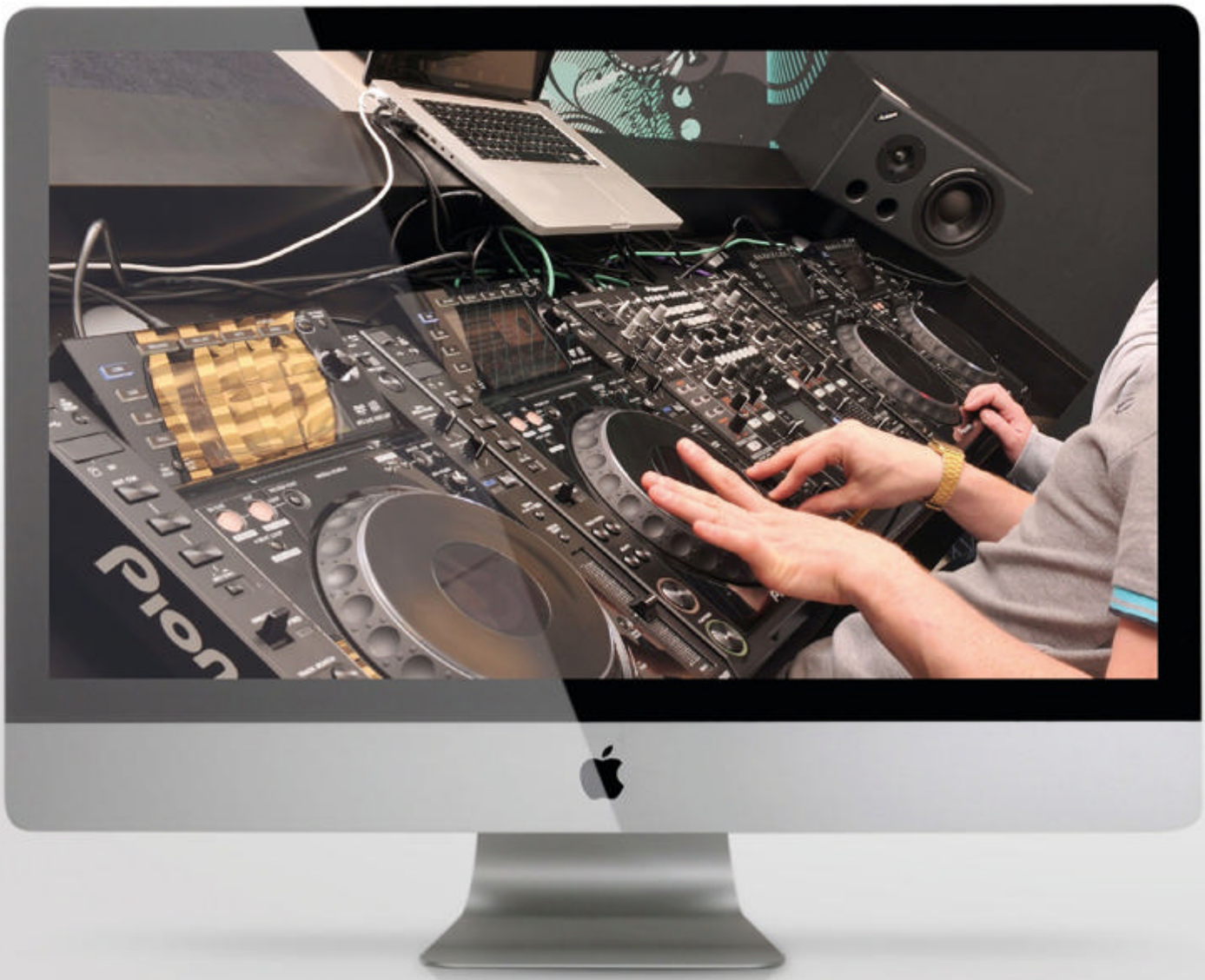


To use the keyboard to activate Notification Center, open System Prefs, and select Keyboard > Shortcuts > Mission Control. Tick Show Notification Center, and click the shortcut area. Press your shortcut (such as ⌘+F6) to define it.

JARGON BUSTER

Widgets are tiny applications that are typically very straightforward and often have a single, focused purpose. Many operating systems provide the means to house them in a single zone, rather than have them clutter your device.

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Thousands of gear reviews and killer video demos

Tips and techniques to help you create your own sound

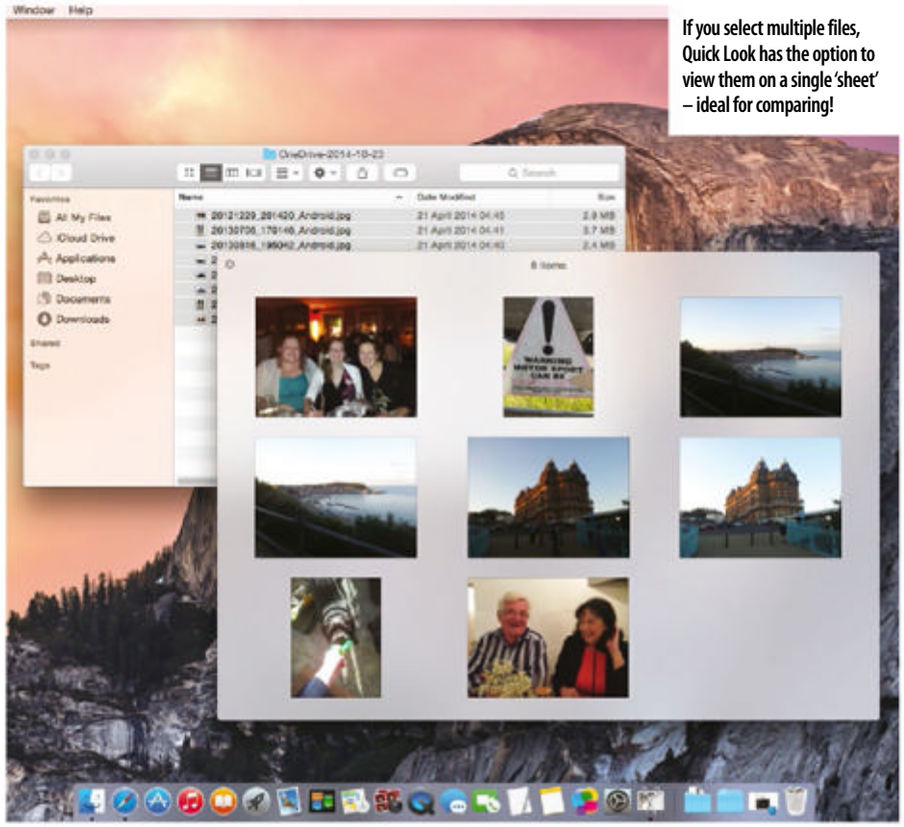
musicradar.

YouTube

View files with Quick Look

Get a preview of your files with one of the handiest OS X features

You don't need to open an image or other file to take a quick look at it, thanks to a built-in feature in OS X called – what else? – Quick Look. All you need to do is simply click the file in the Finder to highlight it, then tap the spacebar to preview it. Alternatively, you can press ⌘+Y, or go to File > Quick Look, or right-click the file and select Quick Look from the pop-up menu that appears.



If you select multiple files, Quick Look has the option to view them on a single 'sheet' – ideal for comparing!

1 Trackpad options

If you're using a trackpad (a laptop or a Magic Trackpad), you can also tap with three fingers on the item you want to preview. To close the preview, tap the spacebar again (or esc, or ⌘+Y), or click the X in the top corner of the Quick Look window.

2 Multiple files

Quick Look can preview multiple files at a time, even if they're different file types. To view multiple files, first highlight them all: click one, then ⌘-click on the others you want or ⇧-click another to highlight all the files in between that one and the first one you clicked; or press ⌘+A to select all the files in a folder. Then tap the spacebar (or your preferred shortcut). If you hold down the ⌥ key as you do so, Quick Look will open your file(s) in a full-screen/slideshow mode. Confusingly, tapping the spacebar will now stop or restart the slideshow instead of exiting Quick Look as it normally does. Instead, you need to tap esc (or press ⌘+Y) to close it.

3 Look in the Trash

Quick Look even works with files in the Trash: if you try to open these by double-clicking them, you'll get an alert saying you need to drag them out of the Trash first, but Quick Look makes it easy to give them a final check before you empty the Trash and they are gone forever.

4 Preview the lot

If you have multiple files open in Quick Look, you can navigate them in various ways. You can click the previous/next arrows in the Quick Look window, or tap the left and right arrow keys on your keyboard. Usefully, tapping the up or down arrow will change which files are selected in the Finder beneath, and Quick Look's window will update to preview whatever file is selected.

5 Index sheet

If you've selected multiple items, you can view them in an 'index sheet' rather than one at a time: click the icon for this or press ⌘+↵ to swap to this view and back again. If the items won't fit on a single index sheet, scroll the page to see more, or tap the Page Down key on your keyboard (or use fn plus the down arrow if it doesn't). Use the same controls to view later pages of PDFs and other files with multiple pages.

6 Zooming in…

Quick Look is designed only to preview files, but it is sometimes possible to zoom in for a closer look: try holding down ⌥ and clicking or scrolling with your mouse scrollwheel if it has one; click-and-drag to move the image around when zoomed in; release ⌥ to zoom out again.

7 Share from Quick Look

In OS X Yosemite there's also a button to Share the current file – send it to contacts via email or iMessage, copy it to a nearby Mac using AirDrop, add it to iPhoto, post it to Flickr and so on. The options you get here may vary according to the type of file and which social networks you have enabled.

8 Quick Look plug-ins

There are file types Quick Look can't preview by default. Fortunately, you can install plug-ins to enable it to handle additional file types. Take a look at quicklookplugins.com, for example (making sure that the plug-in you're interested in will work under Yosemite). Then you simply download the one you're after, add it to Library/QuickLook and restart.

Discover the Dashboard

Use this customisable control panel for handy gadgets and widgets

Dashboard gives you quick access to a large selection of useful utilities and mini apps called widgets. There are a number of ways you can access Dashboard, the easiest being to click the Launchpad icon in your Dock and then click Dashboard, or (once Dashboard is running) just press the F12 key. (If you prefer, you can set a custom shortcut in System Preferences > Mission Control.) Let's take a look at what it can do…



Dashboard is a great way to quickly access mini apps and information – all at the press of a key!

1 Add widgets

Open Dashboard and click the + symbol in the bottom left of the screen to open the Widget Gallery. This contains all your installed widgets, but not all of them are displayed on your Dashboard by default. Just click on the widget you want to add (one at a time).

2 Remove widgets

To remove a widget from Dashboard, first click the – sign (bottom-left), then click the X that appears on its icon. It will vanish with a cute animation. To delete a widget entirely, first click the + to open the Widget Gallery, then click-and-hold on the unwanted icon, then click its X. As simple as that.

3 More widgets

There's a huge range of additional widgets available, both for practical uses (parcel tracking for example) and just for fun (how about William Shatner facts?). In the Widget Gallery, click on More Widgets to go to the widget download page in Safari. Select a category, then a widget, and click on More Info to find out about it.

4 Can't install?

If you want to give a widget a try, click the Download link. Once it's downloaded, OS X will ask you to confirm that you want to install it. Depending on your security settings, however, you might sometimes get an alert saying that the widget can't be installed. Don't worry, though. Click OK in the alert to dismiss it, then return to Finder, open System Preferences and click Security & Privacy. At the bottom of the preference pane is the relevant setting controlling which apps can be installed.

5 Install anyway!

However, you don't need to change the setting in the previous tip – doing so could be risky. Instead, verify that the text at the bottom of the Security & Privacy pane is the same as the widget you've just tried to install, and if so, simply click Open Anyway. With this one-off permission, the widget will appear in your Widget Gallery in a shimmer of sparkles.

6 Dashboard appearance

By default, Dashboard opens as a 'space' with a blurred version of your desktop background. If you prefer, you can make it transparent, so your widgets seem to 'float' over your desktop. To do this, simply open System Preferences, select Mission Control and change 'Dashboard: As Space' to 'As Overlay'. In this mode you'll be able to close Dashboard simply by clicking on the desktop behind it. Or, if you wish, you can completely disable Dashboard by selecting 'Dashboard: Off'.

7 Widget preferences

To configure a widget's settings and preferences, simply click the *i* that appears in its bottom corner. The widget then flips over to reveal the options you need.

8 Web clips

You can add a shortcut to a web page or service to your Dashboard, so that when you click this, you'll be taken straight to the live page in Safari. First open the web page in Safari, then go to File > Open in Dashboard. A highlight box appears on the web page. Move the mouse pointer to highlight any area that will help you recognise the site, then click. Drag the corner handles to make the box as big as you want the widget to be. Now click the Add button and the widget will appear in your Dashboard. Click its *i* button to change its look; click *i* and then Edit to adjust its size or drag within the frame to change what part of the page is visible – it will update whenever that part of the page updates.

Search with Spotlight

Spotlight now enables you to search the web – and more

Spotlight first appeared in OS X 10.4, way back in 2005. Essentially, it was created as a system-wide search –both for filenames and the contents of files. Over time, Spotlight's abilities have been expanded, most notably when Quick Look made it possible to preview files selected within Spotlight's results list.

OS X Yosemite, though, brings some major changes to Spotlight, in terms of its functionality and also its visual design. Instead of being a drop-down menu anchored to the OS X menu bar, Spotlight now opens in the centre of the screen, putting its search results front and centre. Additionally – and most importantly – Apple has also expanded the scope of what you can search for. Spotlight remains a place for finding content on your Mac, but now it provides the means to search the web, too.

Using the Spotlight System Preferences pane, you can fine-tune Spotlight to your liking. Select the Search Results tab and you'll see a list of the categories Spotlight can find results for. Use the tickboxes to disable or enable categories according to your preferences, and drag the categories up or down the list to change the order in which they appear in search results.

QUICK LOOK SPOTLIGHT

Search term

1 Your search term appears in the top bar of Spotlight. Characters you've typed are displayed in black, and the auto-complete suggestion is in grey.

Target app

2 At the top-right of the window is an app icon, showing what will launch if you choose to open the currently selected search result.

Results list

3 The search results are listed in the left-hand pane. They are grouped into categories, with the order of these following the settings you make in System Preferences > Spotlight.

Preview pane

4 If the selected item has a Quick Look preview or other information Spotlight can preview, it's displayed here.

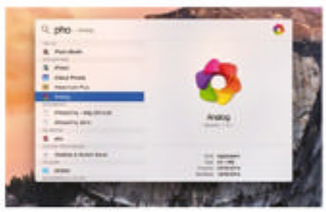
1 Get started

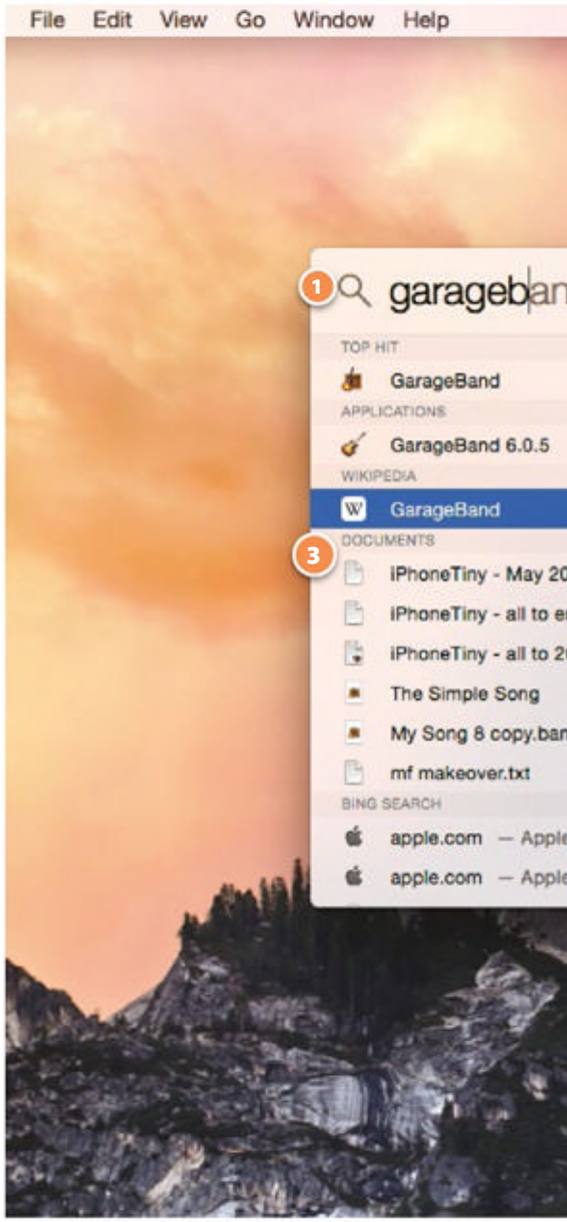
Press ⌘+Space or click the Spotlight icon in the menu bar, and Spotlight opens in the centre of the screen. As you start typing, it will provide suggestions. To accept one of them, tap the right cursor key. You can then add to your search term. Pressing ↩ will launch the top hit.



2 Navigate and launch

Spotlight can be a great way of quickly launching an app – especially one that's not in your Dock. Start typing its name and it may appear as the top hit; press ↩ to launch it. If it's not the top hit, you can continue typing or use the up/down cursor keys to choose another entry.



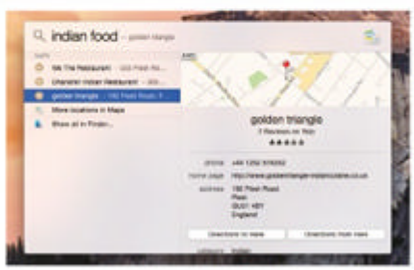


3 Preview items

Search in turn for an image, a PDF and a text document; use the cursor to select your file, but don't hit ↩ and you'll see that Spotlight shows a preview. When previewing text, you should be able to make a selection and copy it to paste elsewhere (extremely handy!). Also, hold ⌘ to see the selection's path so you can locate it with ease.

Get something to eat

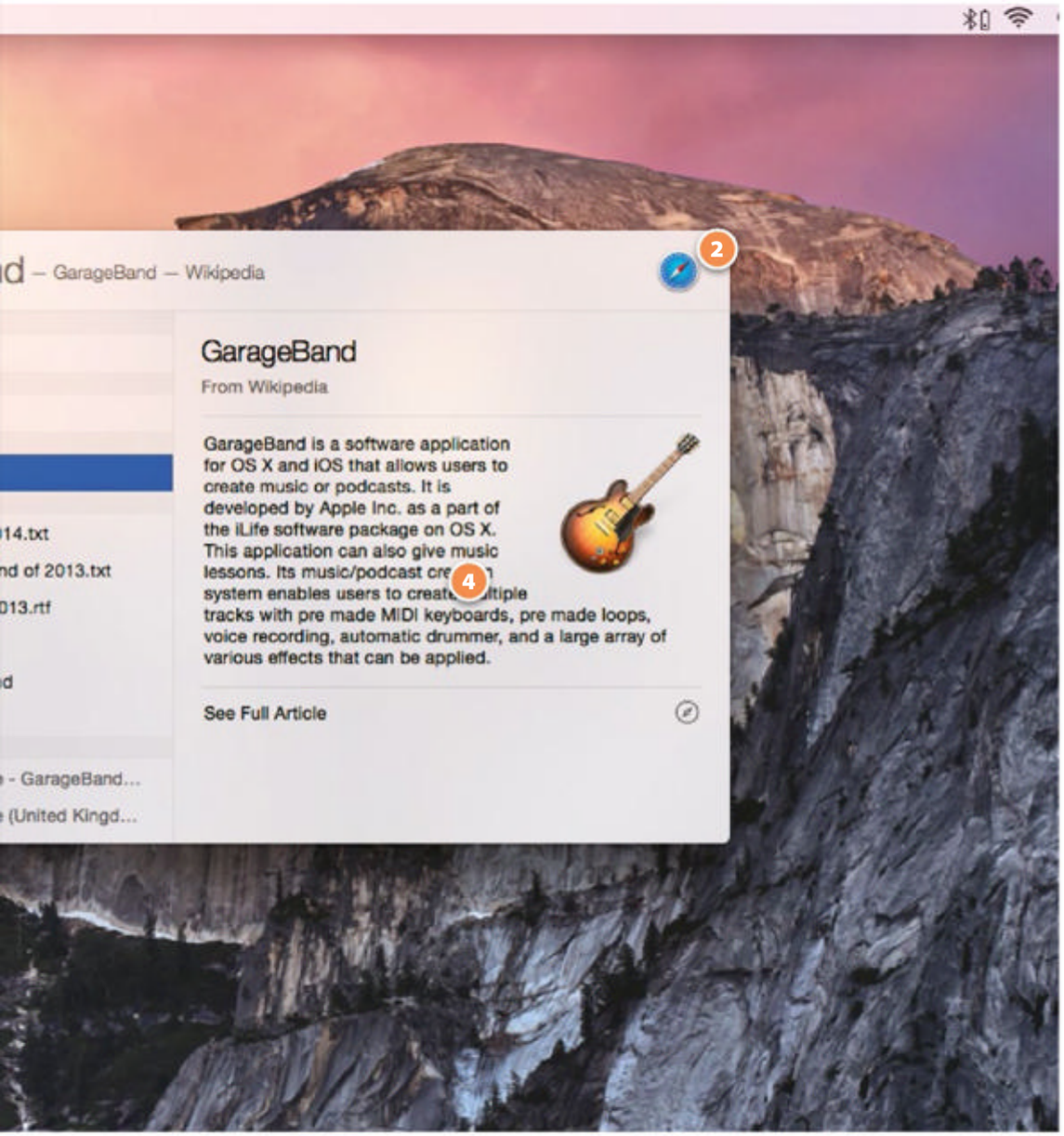
If you're feeling peckish, try typing the name of a cuisine and then 'food' into Spotlight (such as 'Indian food' or 'Chinese food'). You should get a few local restaurants; details and direction buttons will be provided in the preview area. You can even call the restaurant directly if you have call and text forwarding set up (see page 96).





Going dark

Yosemite has an optional 'dark' interface mode. In System Preferences, select General and tick 'Use dark menu bar and Dock'. Spotlight has been updated to use this.



4 Access recent files

For some apps, you can access recently opened files directly from Spotlight. Search for and select the app, and its recent documents are displayed in the preview area. Press ⇥, then the up/down cursor keys to select these, or just click one to launch the app and the document. It's an incredibly speedy way to locate a document and launch its app.

5 Perform calculations

Spotlight has always worked as a basic calculator, but in Yosemite it can also perform conversions. Type '50m' and you get conversions in yards and other units; type '20c' for the temperature in Fahrenheit and Kelvin; type '£10' for the equivalent in US dollars, euros and yen. Spotlight saves you a trip to the Calculator app for performing these simple conversions.

6 Find things online

If you're looking for information on something, type a search term and you'll get a Wikipedia link and synopsis; depending on the term, Spotlight may also provide suggested URLs, and Bing search results for further investigation. Click the item to open it in Safari.



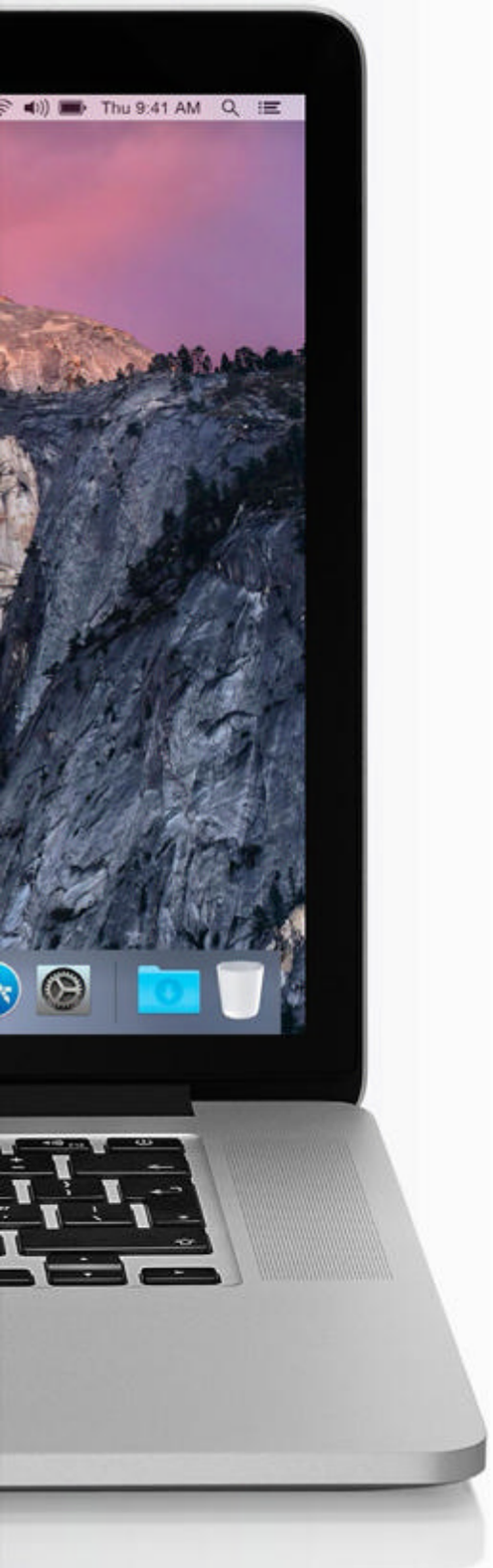


Search the iTunes Store

Although searches for media will return results for content on your Mac, they often also provide links to the iTunes Store – usually faster than searching in iTunes itself. For example, type 'Depeche Mode' and you get a link to the band's page; click a result to open it in iTunes.


Finder File Edit View Go Window Help
System Preferences
General
Desktop & Screen Saver
Dock
Mission Control
Language & Region
Security & Privacy
Spotlight
Notifications
Displays
Energy Saver
Keyboard
Mouse
Trackpad
Printers & Scanners
Sound
iCloud
Internet Accounts
Extensions
Network
Bluetooth
Sharing
Users & Groups
Parental Controls
App Store
Dictation & Speech
Date & Time
Startup Disk
Time Machine
Accessibility

MAC OS X YOSEMITE



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How to use the new Handoff feature

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Set up Yosemite to work with social networks

Setting up your desktop

Configure Finder's many options so it looks and works as you like

SKILL LEVEL
Anyone can do it

IT WILL TAKE
15 minutes

YOU'LL NEED
OS X 10.10

Whether you're coming to OS X from Windows, updating from an older operating system or entirely new to computing, there's a lot to take in. Then, the more you use a Mac, the more you want to configure every little detail to suit the way you want things to look and work. We'll start by showing you how the different parts of the desktop and Finder windows work, and how to set them up as you want them.

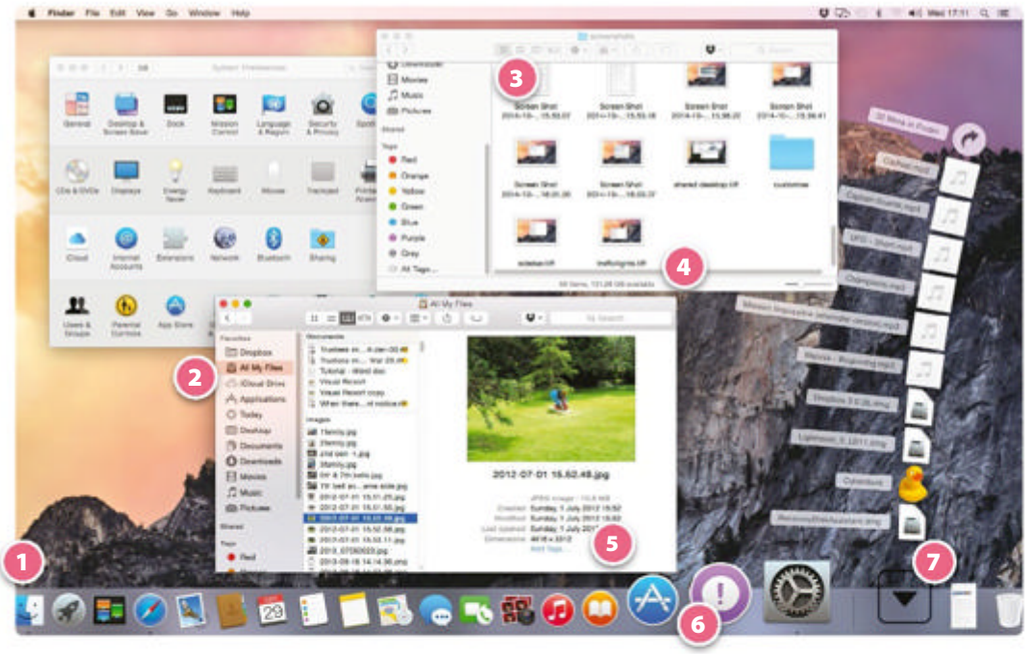
There's a surprisingly wide range of things you can change, from which shortcuts appear in the sidebar of Finder windows to how the contents of each window are displayed (as icons or in a list, etc), but some settings affect all windows (like what the sidebar includes) and some only a single window (like the view style and whether the sidebar and other window elements are displayed at all).

Let's take a look at how to tailor the Finder to your own preferences so that you can locate, view and manage your files and documents the way you want and make your Mac even easier to use.

You can change a range of things, from the shortcuts in the sidebar to the view settings

VISUAL GUIDE | FIND YOUR WAY AROUND FINDER

Get to grips with the various elements of the OS X desktop



No windows?

1 When you start up your Mac, do you see just your background image? To open a window, click the Finder icon in the Dock (it's always at the far left), press ⌘+N (the shortcut for File > New Finder Window), or double-click the hard drive icon on your desktop, if one appears.

Sidebar

2 The Finder window sidebar gives you quick access to various folders – click one and the window changes to display its contents. You can change the order of items and add new items here, including Smart Folders, which you don't have to add items to – instead, they automatically update to display content that matches the criteria you preset. The 'Tags' folders in the sidebar work like this. See facing page for more.

View options

3 Different windows can display their content in different ways. Just click one of the four view buttons in the toolbar below the window's title to set its view. Icon view is great for clarity; use the slider that appears in the window's Status Bar (bottom right) to resize the icons. List view is ideal if you like to reorder items by date or size, say, instead of filename – just click on a column heading to sort by that criterion. Cover Flow is a kind of hybrid of the two, and Column View displays folder levels hierarchically, plus a handy preview of the selected item.

Window elements

4 From the View menu you can choose to hide or show various window elements including the sidebar, the Path Bar, which displays the location of items hierarchically, and the Status Bar, as shown. Your choices apply only to the one window.

Tags

5 To tag an item, right-click it and select a tag, or click on Add Tags under the preview in Column View, as shown.

Dock options

6 Click System Preferences > Dock and you can choose whether the Dock lies at the foot of the screen or either side, how large it is, whether it's always visible or pops up when you mouse near it, and whether icons magnify as you mouse over them – handy because Dock icons become smaller when there's a large number of open apps.

Quick folder access

7 Drag a folder into the Dock to create a 'stack' for fast access to its contents. Right-click to set how it opens, its sort order and more. Minimised windows also appear here, and you can even drag files here.

HOW TO | CUSTOMISE THE FINDER

1 Customise the sidebar

To specify what appears in Finder window sidebars, go to Finder > Preferences, click the Sidebar tab and tick the items you want. To add a specific folder to the sidebar, simply drag it to the sidebar between existing items in the Favorites section – a blue line shows where it will appear; let go when it's in the right spot. To add a file, disk or app, click the item to highlight it and then go to File > Add to Sidebar or press ⌘+ctrl+T; it will appear at the foot of the Favorites.

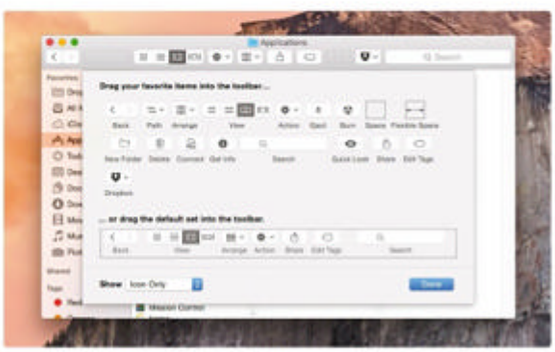
To change the order of items in the sidebar, simply drag them up or down the list (within their section – you can't drag Favorites under Shared, for example). To remove items, either right-click and select this option or just drag them out of the sidebar and they'll vanish in a puff of smoke. (To add them again, go to Finder > Preferences > Sidebar and tick the items you want.) You can't reorder or remove items in the Shared category, but you can hide them by mousing over the heading and clicking Hide. To hide an entire category, go to Preferences and untick all the options under that category.

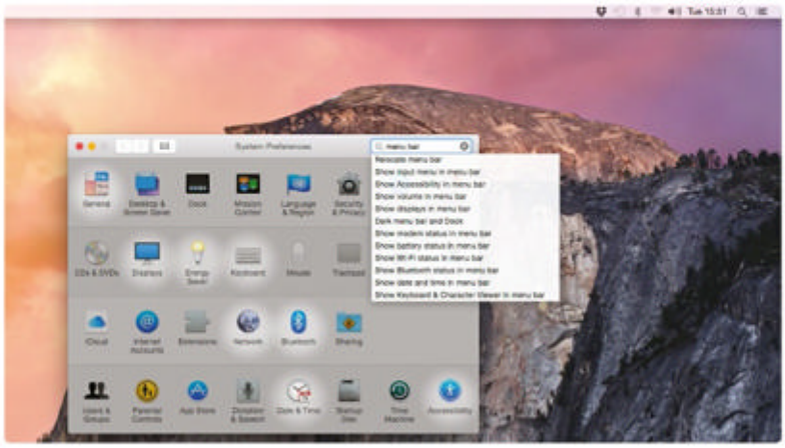
2 Add Smart Folders to sidebar

The items in the Tags section in the sidebar aren't mere folders but more like saved searches: you don't add items to them yourself, but clicking one displays matching items automatically. Before OS X 10.7 Lion, the sidebar included Smart Folders to quickly display items created Today, Yesterday or in the Past Week, All Images, and so on. Here's how to restore these handy options. We'll use Today as an example. From the desktop, press ⌘+F to open a search window. Change the Kind drop-down to Created Date, then the second drop-down to 'today'. Now click the Save button in the top-right of the window. Name the Smart Folder 'Today', and ensure that Add To Sidebar is ticked. Click Save, and the Smart Folder appears in the sidebar; move it up or down the list as before. Repeat for any or all of the other search options you want quick access to.

3 Customise the toolbar

In addition to hiding or showing various window elements, you can also customise the toolbar – the row of buttons that appears beneath a window's title. Go to View > Customize Toolbar and drag the buttons you want into the current window's toolbar; drag items out to remove them. While the panel is open, you can also drag buttons left or right to change their order. All your windows will be affected.





Find out which features of OS X can put controls and status indicators in the right-hand side of the menu bar.

QUICK TIP

Removing items

When you drag a shortcut out of the Dock or the Finder window sidebar to remove it, the icon vanishes in a puff of smoke. Don't panic, though: the app or folder itself won't be deleted! The exception is Smart Folders – to add one back to the sidebar, you'll need to save it again as in step 2.

4 Quick navigation

A window's title bar isn't just for information: right-click on the title to see the path to the folder you're viewing; click on any of the enclosing folders to jump out to that level of the folder hierarchy.

5 Navigate with keystrokes

Especially if you have lots of folders packed with items, it can be quite tedious to navigate through them by scrolling and clicking. If you have an idea of where you want to go, using the keyboard can be much faster. It can also be easier for users with certain motor difficulties. To view your Applications folder in the current window, press ⌘+⇧+A; to view the contents of the Desktop as a folder, ⌘+⇧+D; for your Documents folder, ⌘+⇧+O. For other shortcuts, look in the Go menu. Usefully, these shortcuts also work in most Open and Save dialogues too.

6 Which way is up?

By default, when you want to scroll the contents of a window to see more, you roll your mouse's scrollwheel (or swipe a finger on a Magic Mouse or trackpad) in the direction in which you want the content to move, as if pushing a piece of paper. This is called 'natural scrolling'. If you prefer the opposite (the way scrollbars used to work), go to System Preferences > Mouse or Trackpad (the setting is independent for each). Under Scroll & Zoom, untick 'Scroll direction: natural'. In System Preferences > General, you can choose whether scroll bars are always visible or hidden until you start scrolling.

7 Menu bar items

At the right-hand end of the menu bar, you'll find icons that display the status of various features of OS X, such as sound volume, Wi-Fi and (on laptop models) battery power; click one to view or change its settings. To see which features offer this, open System Preferences, click in the Search box at the right-hand side of its title bar, and type 'menu bar'. In addition to a list of results, the relevant panes are highlighted. Third-party apps like Dropbox use menu bar icons to give you easy access to commonly-used features, too.

Alter the look of your Mac

The Appearance and Desktop & Screen Saver preferences explained

Since the arrival of OS X more than a decade ago, Apple has had a tendency to lock down its operating system's visual appearance in order to ensure as much user interface consistency as possible. Apple realises you need at least a few customisation options, though, if only to personalise your Mac a bit. Accordingly, you can change your Mac's desktop background and screensaver; it's also possible to make minor changes to various global appearance settings, including muting system-wide colours – a useful option if you don't want any visual distractions.

If you're brave or experienced and you don't mind messing about in configuration files without a friendly UI to guide you, you could try GeekTool (http://projects.tynsoe.org/en/geektool). As the name implies, this utility is aimed at the more knowledgeable user, but if you get to grips with it you'll be able to create amazing customisations. In the meantime, let's look at the standard options.



There aren't that many options for changing the look and feel of OS X Yosemite, but using the General and Desktop & Screen Saver preference panes you can change button and highlight colours, alter your desktop image and configure a screensaver.

1 Desaturate interface

Launch System Preferences and select General in the top group. In the Appearance menu you can choose from Blue or Graphite. The first of those is the default; select Graphite and the traffic light window buttons, for example, turn grey.

2 Update highlights

Highlighted text is shown in blue in the foreground and grey in the background. Use the Highlight Color option to amend the foreground colour, such as making it Graphite (or silver) when using the Graphite option. Use Other… to select a custom colour.

3 Scrolling and icon size

There are a number of settings here that determine the visibility of scrollbars. They're set to Automatic by default, but you can force them on by selecting Show Scroll Bars: Always. You can also alter the size of icons in the sidebar of Finder windows.

4 Fewer Recent Items

The Recent Items menu shows 10 items each for applications, documents and servers by default, but you can choose from 50 right down to none. Your choice is reflected in the > Recent Items menu; set this to None and the menu item disappears altogether.

5 Change your desktop

The Desktop & Screen Saver pane enables you to change your desktop picture. Click the arrow next to Apple in the left-hand pane to choose an image or a solid colour. For a slideshow of changing images, click Change Picture and configure the options to your taste.

6 Custom backgrounds

Want to use your own images for your desktop background? Of course you do! The easiest way is to add some suitable images to a Finder folder, then drag it onto the left-hand pane. It will be added to the Folders section; you can then pick one as the desktop picture or set up a slideshow.

7 Solid menu bar

A hint of your picture shows through the menu bar at the top of the screen. If the picture is detailed and you find that this makes the menu bar harder to read, it's easily fixed. Simply go to the Accessibility preferences pane, choose Display, then tick Reduce Transparency to make the bar solid grey.

8 Change screensaver

A screensaver is ideal if others could access your Mac while you're away from it, and in System Preferences > Security & Privacy, you can specify that a password is required to unlock your Mac once the screensaver has kicked in. To change your screensaver, click the Screen Saver tab in the Desktop & Screen Saver preference pane. Select an option in the left-hand panel, and set how soon it kicks in. Click the picture in the right pane to preview it. Click Hot Corners… to choose where you can move the pointer to manually start the screensaver.

Future

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Setting OS X preferences

Master System Preferences to get your Mac working your way

The System Preferences window is your Mac's nerve centre: if you want to tweak how something works in Yosemite, this is where you'll usually do so. You'll find System Preferences in the menu. It's laid out in rows of easily identifiable icons with a brief name description given underneath. Clicking each icon opens what's known as a pane with the available settings within.

SKILL LEVEL
Anyone can do it

IT WILL TAKE
15 minutes

YOU'LL NEED
OS X 10.10

When you're viewing a specific pane, clicking the button with a grid of dots at the top will take you back to the main window, or you can use the back and forward buttons at top left, similar to those in Safari. Here, we'll show you the essential options that every new Mac owner needs to check out, such as security and internet accounts, and others that simply help to personalise your Mac.



1 Colours

To alter the colour that appears when you highlight text, click General and make your choice from the second drop-down menu, labelled Highlight Color. If you're not happy with the standard hues, why not choose your own? Simply select the Other… option, which will open up a colour picker wheel. The top drop-down menu enables you to switch the standard OS X blue colour to graphite (or grey, to most of us). This is the colour you see in scroll bars and whenever you click menus.

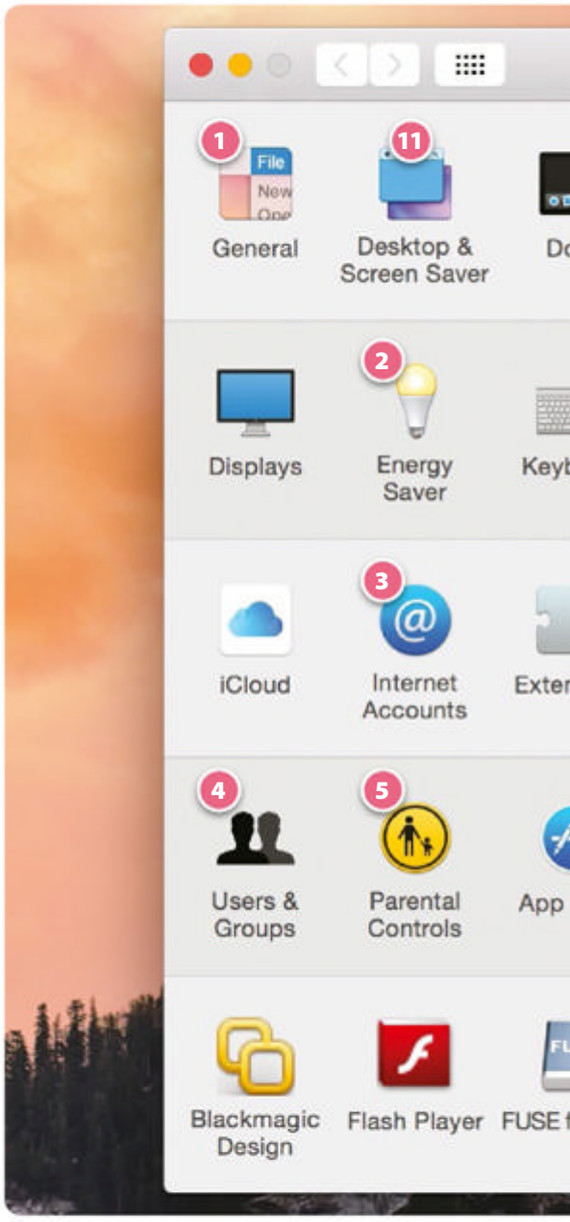


2 Stop dozing off

To prevent your Mac going to sleep after a short time, open up the Energy Saver pane. This contains sliders where you can set how long your computer must sit idle before it goes to sleep. If you've got a notebook, you can set different times depending on whether you're plugged into the mains or running off the battery. The Energy Saver pane is also where you can schedule your Mac to start up or shut down at a specified time. Note that this is separate from the screensaver, which you configure in the Desktop & Screen Saver pane.

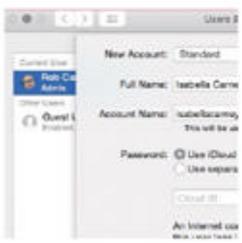
3 Internet Accounts

Yosemite makes it easy to set up accounts for all your favourite email services and social networks, with many settings preconfigured for you. All you have to do is add your login details and Yosemite will do the rest. To add an account, click the + button on the bottom left of the pane and then choose the service you want to set up. You can also set up accounts manually using the Add Other Account option.



4 Each to their own

Everyone who uses your Mac can have their own account, enabling them to set their own desktop background and work in their own environment, without having access to your setup. After you set up multiple accounts, your Mac starts up with a login screen, and accounts can be switched at any time within OS X. It's best to use a Standard account most of the time and log in as Administrator when needed. To apply Parental Controls, select an account and then tick 'Enable Parental Controls'. Turn to page 73 for more.



5 Parental controls

Do you want to stop your children opening certain applications or websites? Parental Controls is where you ensure they stay safe. It even attempts to block adult content automatically, or you can set a list of banned sites manually. You can also limit how long the kids can spend on your Mac, prevent them changing their password and hide profanity in Dictionary.

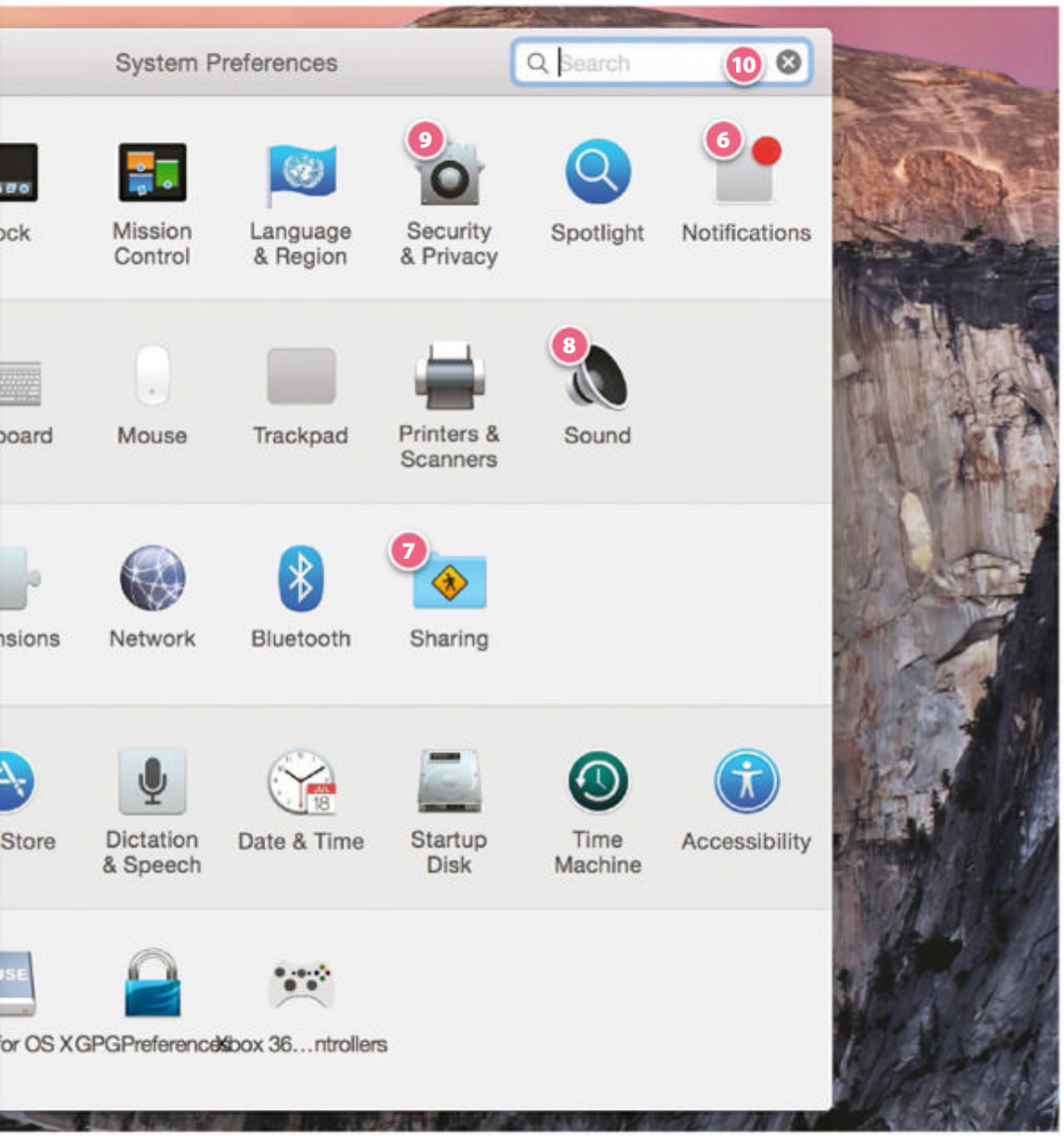
6 Notifications

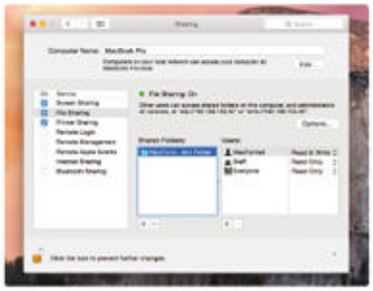
If you're an iOS user, you'll be familiar with the Notification Center. Click it and you'll see alerts from various apps, such as events from Calendar and to-dos in Reminders. By using this pane, you can easily change which apps alert you and how, and whether any notifications you ignore are held in Notification Center to deal with later.



11 Changing desktop

Bored with the background image on your desktop? Set an alternative in the Desktop & Screen Saver pane. In the left column, pick a folder that has images in it, and tick 'Change picture' below. Use the drop-down menu to decide how often it changes. Avoid the five-second and one-minute options, as the constant swapping just gets distracting – if you want to look at your photos like this, try a slideshow!





7 Share and share alike

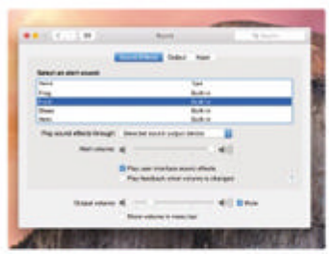
Sharing files over your home wireless or wired network is easier than you may think. The Sharing pane contains a list where you can switch the various services on and off, including screen, file and printer sharing. If you're not sure what a particular option does, click its name and an explanation will appear top right. Below this, you'll see further settings – usually, who you'd like to give access to. See page 94 for more.

10 Search Bar

If you're not sure where a particular option lives, try typing some keywords into this search bar. A drop-down list will show you the named preferences that match, and as you use the up and down arrow keys to move through that list, you'll see the relevant pane's icon highlighted. Click it to jump to the correct pane. Note that you can also search System Preferences' panes using Spotlight. Press ⌘ plus the spacebar and type your keywords – the results will appear in the System Preferences category.

9 Lock it down

Even if you're the only person who uses your Mac, it's worth keeping your machine safe. Use the Security & Privacy pane to require a password to wake your Mac from its screensaver, to disable automatic login, and to set up the FileVault encryption system. It may also be worth setting up the firewall (but note that it may prevent some apps from working unless you specifically grant them network access). Manage this by clicking the Firewall tab followed by the Firewall Options… button.



8 Sound settings

Most of the time, the volume keys on your Mac's keyboard are all the audio control you need, but the Sound pane offers that little bit more. You can select input and output devices, which you'll need to do if you use your speakers during the day but want to switch to headphones in the evening. Another useful setting to note here is the audio input level – tweak this if you use a microphone with OS X's speech recognition features, for example.

Using iCloud with a Mac

Wireless backup and syncing with other computers and iOS devices

Do you use an iPad, iPhone or iPod touch in addition to your Mac? Assuming it runs iOS 5 or later, you can make use of a free Apple service called iCloud.

To put it simply, iCloud enables you to sync your music, photos, contacts and various other kinds of data – including your documents – wirelessly and automatically to the 'cloud'. This means that they're stored on Apple's servers and are available on any compatible devices – your iPad, iPhone, iPod touch, Mac or PC – wherever you might be and whenever you need them (as long as you can get online and open a web browser).

Even if you have just the one Mac and no iOS devices (we know, we know, it's very unlikely!) it's worth linking it to iCloud, so that you've got an online backup of your stuff – the service works seamlessly with many of your Mac's built-in apps, including Mail, Calendar and Safari.

Apps can access your iCloud Drive directly in the Open and Save windows, so it's like an extra remote drive (see page 114). Here we'll show you how to set iCloud up on your Mac, and also how to use Find My Mac, a key feature (accessible from an iOS device or on the web) that enables you to pinpoint your Mac's location if it goes astray, send a message to it so that whoever finds it can contact you to arrange its return or, if you've given up hope of getting it back, even wipe all your data remotely.

You can also keep track of all of your iOS devices and perform the same locking/wiping actions on them (it's very handy being able to wipe your data if you lose your iPhone!).

iCloud can keep a whole range of things in sync between all your devices, including iCloud.com emails, notes, calendars, contacts, Safari bookmarks, website logins, documents and data from compatible apps, and more. You can decide which of these things you want to keep synchronised. What it doesn't do is back up much of the other contents of your Mac's hard drive; you'll still need to use your Time Machine or online backup routine to take care of that.

1 Enable iCloud

First of all, you have to enable iCloud in Yosemite. To do this, click > System Preferences > iCloud and sign into your account (or create one if you haven't done so yet). Enter your Apple ID and password (see boxout on page 71) then click Sign In. For now, we'll enable both data backup and Find My Mac, but we can easily tweak what's backed up (which we look at in tip 3).



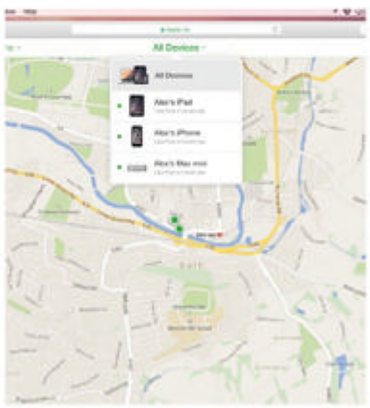
2 Location Services

Naturally, it's essential to grant the Find My Mac service access to your location for it to do its job. If you're happy with this, click Allow. You might be asked to OK various other options, after which you'll see a list of the different bits of data that iCloud can sync with your Mac.



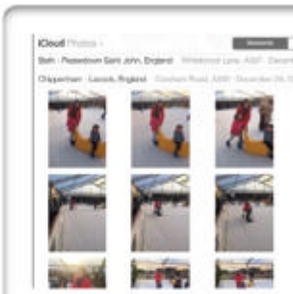
Find a lost Mac

If you've set up Find My Mac and your Mac is connected to the web, you can find where it is. On an iPhone, iPad or iPod touch, install the Find My iPhone app. On a Mac or PC, use a web browser to go to www.icloud.com and sign in. A map will load with all your registered devices shown as pins. To locate one, click All Devices and choose its name from the list. If you've misplaced your Mac or fear it's fallen into the wrong hands, click its name to see your options: you can make it play a sound to help you locate it, make a message appear on its screen, remotely lock it or wipe all the data.



3 Configure your iCloud backups

Following on from tip 2, tick or untick the boxes to set what is synced with iCloud (and therefore your different Macs and iOS devices). You can choose to sync Mail, Reminders, Notes, Contacts, Calendars and more – explore the list and see what's right for you. Some offer further options. At this point, if there's an alert symbol next to Find My Mac, click the adjacent button. Resolving it might be as simple as enabling 'Wake for network access' in System Preferences > Energy Saver.



iCloud Photo Library

As we write this, iCloud photo Library is still in beta – but it's available to anyone with an iPhone, iPad, or iPod touch with iOS 8.1 or later. Essentially, it enables you to view all of your photos taken by your device on iCloud.com. Turn it on on your iOS device by going to Settings > iCloud > Photos. It's a good idea to tick the Optimise iPhone Storage option, but change the preferences according to your needs.



Using iCloud, photos, calendars, songs, apps and other data can be synced across your OS X and iOS devices.

4 Buy more storage

You get 5GB on iCloud for free. But as you add things (on all your devices), the capacity bar at the bottom fills up. And believe us, it doesn't take long to fill up that space (especially if you want to backup multiple iOS devices). You can however, click Manage to cull your backups of large apps or other devices, or – perhaps a more sensible option – click Buy More Storage. An additional 20GB (making 25GB in total) is just 79p a month, and you'd be foolish not to upgrade for that price. You can upgrade to a maximum of 1TB (costing £14.99 a month).

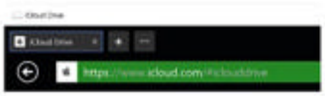
5 Access over the web

If you're away from your Mac and need to access something in iCloud, you can do so from any computer connected to the internet. If you try to access the site from an iOS device it will refer you to setting up your iCloud account – and if you're trying to use an Android phone or tablet you may get an unsupported browser warning. Go to www.icloud.com and sign in on the Mac or PC you're using. This provides you with access to your iCloud.com email, contacts, calendars, notes, reminders, photos and more. It's handy to know your data is just a click away, wherever you are.

6 Get your documents

If you enabled iCloud Drive, you can click its icon here to download your files, edit them locally in whatever software is available, then upload them again. You can even use web app versions of Pages, Numbers and Keynote within your browser in OS X, Windows or Linux.





Your Apple ID

An Apple ID is a personal user name you use for everything to do with Apple, including buying apps from the App Store and getting a song or a movie from iTunes. If you've ever done any of these things or bought your Mac (or anything else) from Apple's online store, then you'll already have an Apple ID. If not, it's easy to create one.

If you're setting up a Mac, iPad or other iOS device for the first time, you'll be prompted to create an Apple ID as part of the process. Whenever you're asked to sign in to use iCloud or other features, you usually get the option to create an Apple ID if you don't already have one. Alternatively, just browse to appleid.apple.com. If you already have an Apple ID, you can click on Manage Your Apple ID to update your personal details.

Set up an iCloud Keychain

Access website logins and bank cards on all your Apple devices

Remembering login details for a multitude of websites isn't easy. Passwords either end up being difficult to remember, or you make them so simple that they're easy for others to work out. But Safari and other web browsers can save your credentials so you can set a stronger password and never have to memorise it.

You might want to log in to the same websites on an iPhone, iPad, iPod touch or another Mac. iCloud Keychain saves you having to enter the same login details on all of your devices. It can remember bank card details as well – but it won't store the security code from the signature strip. Apple says that your Keychain is protected with 256-bit AES encryption.

1 Get started

Open System Preferences and click the iCloud icon. We'll assume you're already signed into your account (see pages 70 and 71). Scroll down the list of features and turn on the Keychain option, enter the password for your Apple ID, then click the OK button.

2 High security

Enter a four-digit security code, or see tip 3 for stronger options. If you forget it, Keychain can't be set up without resetting the online copy – an existing copy can be retained on your Mac to start over, though. Enter a code, click Next, then confirm it.

3 Set a stronger code

Alternatively, click Advanced to set a more complex code that can contain letters and symbols, or to have a complex, 24-character code generated for you – you'll probably want to write that one down and keep it somewhere safe because it's hard to memorise (unless you have a photographic memory, that is).

4 Risky situation

Choosing to have no security code doesn't make your account less secure, but it's troublesome if you have only one device and it's lost or becomes inoperable. You won't be able to set up Keychain on a replacement device and will have to start over from scratch.

5 Verification codes

Enter a mobile phone number that can receive SMS messages, then click Done to finish. Keychain is now ticked in iCloud's preferences. Messages are sent only when you try to enable Keychain on another device, which requires a verification code from the SMS.

6 AutoFill in Safari

In Safari's preferences, click AutoFill and tick 'User names and passwords'. When you log in to a website, Safari asks whether to save your credentials to iCloud Keychain. Of course, this isn't compulsory for every website – you might exclude your online banking details.

7 Bank cards

Also under AutoFill is an option to remember bank cards. Cards can be removed and amended by clicking the adjacent Edit button. If Safari recognises you've entered card details in a form, it offers to store them – except the signature strip's security code.

8 Sync across devices

When you enable Keychain on another of your Macs running Yosemite or on your iPhone, iPad or iPod with iOS 7 or later, you'll be asked to approve the action from a device on which it's already set up, or get a verification code sent to the mobile phone number you specified earlier (see tip 5).

QUICK LOOK
KEY FEATURES

Secure your keychain

1 Setting up iCloud Keychain involves more than just ticking a box in iCloud's preferences. You'll need to set a security code, and remember it to sync the keychain to additional devices.

Safari asks for permission

2 iCloud Keychain depends on Safari's AutoFill feature. When both things are turned on, Safari recognises when you log in to a website and asks permission to save the details to your Keychain.

Bank card details

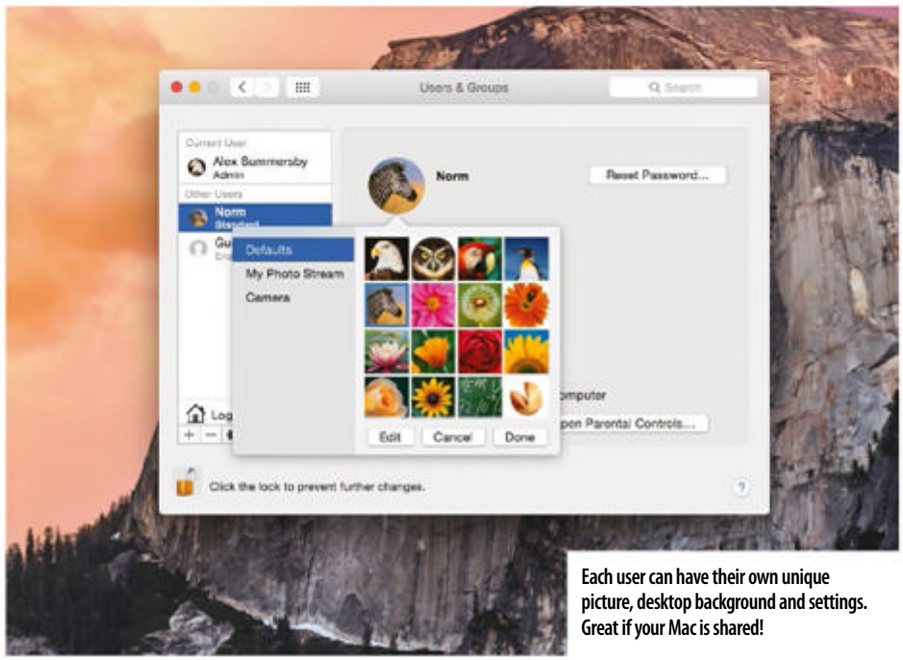
3 Safari can store bank card details, too. They can later be modified and removed in Safari's preferences, under AutoFill > Credit Cards > Edit. Changing the card number requires the password for your user account.



Manage user accounts

Keep your files and settings safe with different user accounts

Many computers these days are very likely to be used by more than one member of the household. Instead of bringing you together, though, this almost inevitably leads to arguments – not just over whose turn it is, but how they've set things up, where they've saved files on the hard drive or even what desktop picture they want. In OS X, however, anyone using the computer can have their own user account, which holds all their settings, email and files separately from anyone else's. Let's take a look at the options.



Each user can have their own unique picture, desktop background and settings. Great if your Mac is shared!

1 Get access

Launch System Preferences (from the menu at the top left of your screen). Click the Users & Groups icon. You'll probably have to unlock the pane before you can make any changes: click the padlock at the bottom left and enter an admin password.

2 Add accounts

To add accounts, click the + button at the foot of the users list. A drop-down sheet will give you options of Administrator, Standard, Managed or Sharing Only user. If you need to delete a user at any time, just select them, then click the – (minus) button at the foot of the list.

3 Pick a password

Choose a password for your new user and then click the key button next to the password field. This gives you an idea of how secure the password you're entering is, and provides tips to help you improve it. You can also have your Mac suggest passwords.

4 Picture perfect

For each account's icon you can pick from the built-in images, drop in one of your own, or use the built-in camera (if your model has one) to snap a picture. Click the Login Items tab, if available, to choose the apps and services that launch when that account is activated.

5 Forgotten passwords

If logged in as an administrator, you can reset the passwords of other non-admin users (but not their website logins etc). Son forgotten his password? Just log in as you, pick him from the list, and click Reset Password. You can also add a password hint to help him remember it.

6 Parental controls

'Managed with Parental Controls' accounts are standard accounts with 'Enable Parental Controls' ticked. Click the button to open the Parental Controls prefs pane. Under Apps you can limit the user to specific apps, simplify the Finder or freeze the Dock.

7 Restrict content

In the Web tab you can restrict which websites this user can view, either trusting the Mac to detect the appropriateness of sites or specifying a whitelist of approved URLs. Under People you can define a permitted contacts list for Mail, Game Center gaming or messaging.

8 Time limits

Under Time Limits, you can control when your kids can log onto the Mac or limit how long they can spend on it. Under Other, you can hide profanities in the Dictionary or restrict printers. There's also a Logs button at the bottom where you can see exactly what each user has been up to.

9 Guest User account

Having friends or family to stay for the weekend? The Guest User account enables them to use your Mac, without you having to worry about what they might do as any files and settings they create are automatically deleted when they log out.

10 Automatic login

By default, your Mac automatically logs you into the one admin account you create at setup. To change this, click Login Options at the foot of the user list and switch 'Automatic login' off; you'll now have to log in manually at startup. Also turn on fast user switching…

11 Toggle users

With fast user switching, you can swap between users without logging out. (If you do want to log out, select this in the menu.) Click on the icon or name in the menu bar and choose a user to switch to; you'll be asked for the password before the desktops switch.

Manage your login items

Have apps ready for use, or speed up boot time by disabling them

SKILL LEVEL
Anyone can do it

IT WILL TAKE
15 minutes

YOU'LL NEED
OS X 10.10

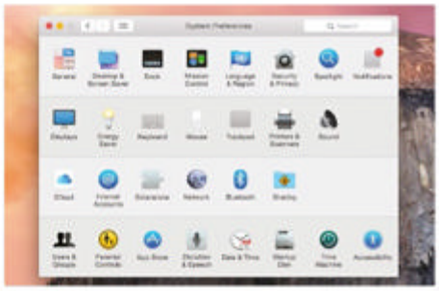
When an application is set up as a login item, it automatically opens when you log into your account. It's perfect for apps and add-ons which you want to be 'on' all the time. Dropbox, for example, is a great means of sharing files between computers, and it sits discreetly in the menu bar when not in use. If it's set as a login item, it's always there, ready to go.

Twitter and Stickies are similarly well suited to launching at login so they're ready to use, as are various server apps that enable you to play media stored on your Mac from other devices. You can even launch an app as a hidden item – behind the scenes, as it were.

But for all its strengths, it's possible to be too enthusiastic about OS X's Login Items feature. If you set too many apps (or files and folders) to open, your Mac will become very slow to start up, and you may well end up wasting the time you wanted to save!

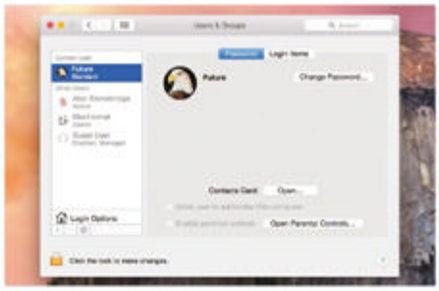
Some ill-mannered applications even designate themselves as login items without your consent – and if you've been using your Mac for a while, there are bound to be a few bits and pieces in there that you no longer use and have forgotten about. So it pays to check your list of login items…

HOW TO | TRIM YOUR LOGIN ITEMS LIST



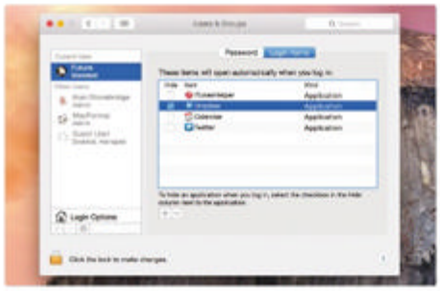
1 System Preferences

Each user of your Mac can have their own set of items set to open when they log in, so you need to configure login items separately for each user account. Go to the menu, select System Preferences and then click on Users & Groups in the fourth group down.



2 Login Items

The current user of your Mac will be highlighted in this window, and the pane will by default show the password options for that user account. We need to switch to Login Items, so click the Login Items tab at the top to start managing its contents.



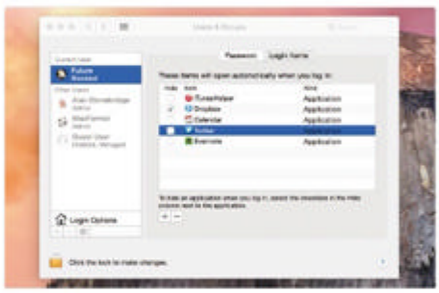
3 The Hide tickboxes

All the items in the Login Items list will open at login, but there's also a 'Hide' tickbox to the left of each item. If this is ticked, the item is opened at login as a hidden item – just like hiding something in the Dock. This means you might not be aware that it's open and running.



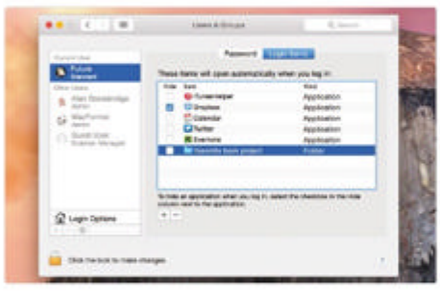
4 Adding items

To add apps or files to the Login Items list, click the + button under the list, navigate to the app or file, then click Add. Alternatively, you can navigate to the app or file in Finder and simply drag and drop it into the Login Items list. Either method has the same result.



5 Removing items

To remove a login item, highlight it in the list and click the – button below the list. This stops it opening on login. Be careful, though, if it's an item you don't recognise: it might be a helper app required by something you'll want to use. Best find out what it is before removing it.



6 Files and folders

You can set files and folders as login items on your Mac as well as apps. Doing so opens the document or folder window when you log in. It can be useful to add something related to a project you're currently working on, but do remove it when you no longer need it.


Future
iPad User
Magazine
Your best photos ever
Easy iPad apps to make any photo look professional
PLUS! iOS 8 features explored
EACH ISSUE JUST £2.99 / $4.99, SUBSCRIPTIONS FROM £1.99 / $2.99
http://goo.gl/fuXZt
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Conquer Yosemite

50 clever things that you couldn't do in Mavericks

For the first time in over a decade, Apple's desktop operating system has received a complete overhaul, leaving no pixel unturned. Everything from the dock to the "stoplight" buttons have been given a visual makeover. But the changes in Yosemite go far below the surface. Even without any new apps to play with, Apple has given Mac owners plenty to explore, with an array of features that make this OS release more intuitive and powerful than ever before. But if you're having trouble with your new surroundings, we're here to help you out.



Yosemite flattens and brightens up OS X, taking its cues from the look and feel that debuted with iOS 7.

Interface

Tips and tricks for making the most out of Yosemite's new look

1 A fresh new interface

Before you dive into these tips and tricks, take a few minutes to explore OS X's brand spanking new interface. It's much more than a coat of paint – Yosemite changes the OS X experience in all sorts of exciting ways: adding transparency to create dimension, flattening the dock, changing the icons, and much, much more. Check it out!

2 Turn on dark mode

Apple has always been pretty conservative with the customisation options in OS X, but Yosemite provides a flashback to OS 9's Appearance Manager. Near the top of the General preferences tab you'll see a checkbox to turn on dark mode, which adds a layer of black paint to the menu bar and dock. Now if only OS X 10.11 would bring Blueberry Oxygen or Lime Sharp mode.

3 Open apps full screen

OS X's traffic light window controls have done the same three things since we first laid eyes on Aqua way back in 2001 – red closes a window, yellow minimizes it, and green maximises it. So we were very surprised to learn that Apple has switched things up in Yosemite. Instead of getting a slightly bigger window when you click the green button, it'll expand it to fill the whole screen. It might take you some time to get used to the new functionality, but you'll soon have it mastered.

4 Resize your windows

Simply clicking the green button won't enlarge windows anymore, but if you hold down ⌥ it will mimic the old way of doing things. OS X Yosemite also enables you to double-click the title bar to make a window bigger. If you'd rather have the old minimise functionality back, head over to the Dock preference pane to turn it back on.

5 Move your apps into Launchpad folders

If you like to organise your apps in Launchpad, Apple has finally lifted the limit on how many can go inside folders. They now work in a similar way to iOS, so once there are too many to display on a single page, a tiny white dot will appear. Swipe left, or click on it to see more.

6 Reduce the oppacity of the desktop

Like iOS 7, Yosemite flattens and brightens up OS X as part of its new interface, lightening the shadows and using transparency to generate depth and dimension. But if you're not running apps full-screen, this visual frill can get distracting. If you want to turn it off, you need only make a visit to the Accessibility settings.

7 Remove items from the Dock

Apple has wiped out all traces of skeuomorphism from OS X. So when you drag an icon out of the dock in Yosemite, you won't see the classic puff of cartoon smoke anymore. Instead, the word "remove" will appear to let you know what's about to happen.

8 Finder preview pane

If you like seeing large preview images of your application and document icons under Mavericks, you had to spend most of your time in column view. In Yosemite, you can see them anywhere. Head over to the View menu and select "Show Preview."

Spotlight

Speedy searching in Yosemite

9 Smarter Spotlight searching

Spotlight has been greatly enhanced in Yosemite, evolving from a simple system searcher to a fully-fledged informant always at the ready. Just press ⌘+Space and a giant search field will automatically pop up in the middle of the screen. Of course, you can still use it to hunt for long-lost files, but now it can find just about anything else: maps, trailers, songs, phone numbers, even snaps of yellow-bellied sapsuckers, if you have any.

10 New tricks for Spotlight

Even beyond its new and improved search abilities, Spotlight can also help you in a variety of other ways. Need a quick currency conversion? Just type a dollar amount into the search field and it will quickly return the answer. How about a quick maths problem? Enter it like you would a calculator. And if you need to know how many cups are in four pints, it can tell you that. You can fine-tune the results via Spotlight's Preferences pane.

Notification Center

Make sure you never miss an email, iMessage, post or Tweet…

11 Today view in Notification Center

OS X and iOS have been converging for years, and Yosemite brings the tightest integration yet, from the way we share documents to how our data stays synced across all of our devices. But Apple has also added a slew of minor adjustments. For example, head over to the Notification Center and you'll find a new Today view tab that mirrors the one in iOS, providing a short summary of the day ahead.

13 Add widgets with ease

You might have heard that Apple added widgets to the Notification Center in iOS, but it wasn't as widely reported that they added them to OS X Yosemite, too. They operate just the way they do on your iPhone and iPad. Call up the Notification Center and you'll see all of your active widgets in a neat column. If you want to add or remove anything, just click Edit at the bottom.

12 Drag and drop your widgets

The Notification Center in Yosemite might look a lot like it does in iOS, but Apple has given us an old-fashioned way to organise our widgets. To change the position of any of your active widgets in Notification Center, simply drag them to where you want them to go and then drop them in place. Yes, it's really that easy.



TO BE CONTINUED…

Continuity is one of the best features of Yosemite. If you own an iPhone or iPad, it'll integrate iOS and OS X in all sorts of magical ways, letting you make calls on your iPad, share cellular connections with your Mac, and quickly shunt files from one device to another without missing a beat.

But depending on your setup, it might not "just work." First, it needs to be turned on. On your iOS device, you'll find a toggle inside the Handoff & Suggested Apps tab in the General settings, and on your Mac, you'll need to check a box to allow Handoff to operate, which you'll also find in the General pane.

If you're looking to use AirDrop to share documents, you'll need to make sure your devices are discoverable. In the Control Panel on your iOS device, make sure AirDrop is turned on by selecting either the "Everyone" or "Contacts Only" option, and you'll find the same dropdown inside the AirDrop icon in the Finder sidebar. Additionally, you'll also need to have both Wi-Fi and Bluetooth turned on, and be signed into the same iCloud account across all of your devices. If it's still not working, try moving your iPhone or iPad closer to your Mac, as Apple recommends devices be no more than 30 feet away in order to properly transfer files. Also, since Bluetooth 4.0 is required for all Continuity exchanges, you'll need a Mac built no earlier than 2012, and at least an iPhone 4S, iPad 3 or fifth-generation iPod touch.



Safari now displays your bookmarks/ favourites in a handy pop-up grid.

Safari

Tips to help you browse the web in style…

14 Streamlined toolbar for Safari

Like the rest of Apple's apps, Safari has received a serious makeover, losing many of its defining desktop characteristics and taking on a decidedly iOS-like feel. Here's a quick overview: the Add Bookmark icon has been incorporated into the expanded Share menu (which matches the iOS icon now), and you'll find a Top Sites toggle when you enter the tab view (which also houses all of your iCloud tabs). If all that's too much to remember, a trip to the View settings will still let you customize the toolbar and put everything back the way you remember it.

15 Find your Safari favourites

The bookmark bar has been a staple of the desktop browser since the days of Internet Explorer, but Apple has ditched it in Safari 8 for a much cleaner browsing experience. Of course, you can still get to your bookmarks via the dropdown menu or using the sidebar, but Apple has given us a much easier method in Yosemite. Just click inside the address bar and a convenient grid of all your favorites will automatically pop up. If that's still not good enough, you can put the old-fashioned bar back by going to the View settings.

16 See all of your open tabs

Where the old system merely let us browse two or three sites at once, Safari's new tabbed view radically rethinks the way we interact with them. With a nod to iOS, a click on the new Tabs icon instantly brings you into a screen where you can see all of your open tabs on your machine, all arranged neatly and grouped by site, so you can easily switch between them.

17 A more powerful address bar

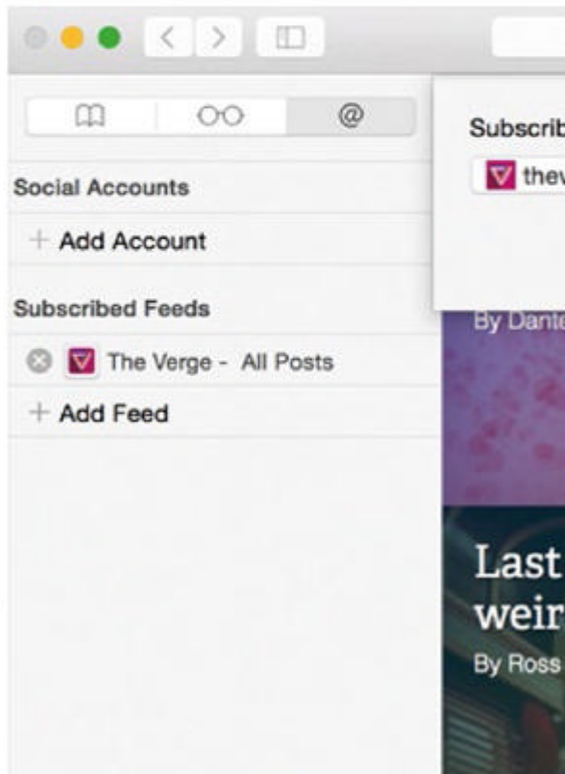
Not only does the address bar display your favourites and autocomplete sites, it also doubles as a Spotlight search bar, bringing back results from Wikipedia, Bing, Maps, and iTunes, along with the usual search results.

18 Keep a single window private

In Yosemite you can open separate private windows without affecting the rest of your browsing. Just press ⇧ + ⌘ + N to open a new private browsing session (or go to the File menu). The new session will function independently of any other windows you may have open.

19 Use DuckDuckGo to search

Speaking of privacy, Apple has added a new search option in Safari. Click the magnifying glass to the left of the address bar and you'll be able to select the speedy and spy-free DuckDuckGo instead of Google, Yahoo or Bing.



20 Show the full Web address

Instead of a lengthy web URL with hyphens and slashes, Safari on Yosemite distills it to show only the main site you're on, until you click into the address field. If you want to see the whole field, however, head over to the Advanced tab in Preferences to turn it on.

21 RSS feeds in Safari

No longer do you need to install a third-party reader to enjoy your RSS feeds. At the bottom of the shared links pane you'll find a new Subscriptions button. Click it and you'll be brought to a screen where you can add an RSS feed from the site you're reading (assuming it has one).

22 Send links to recent recipients

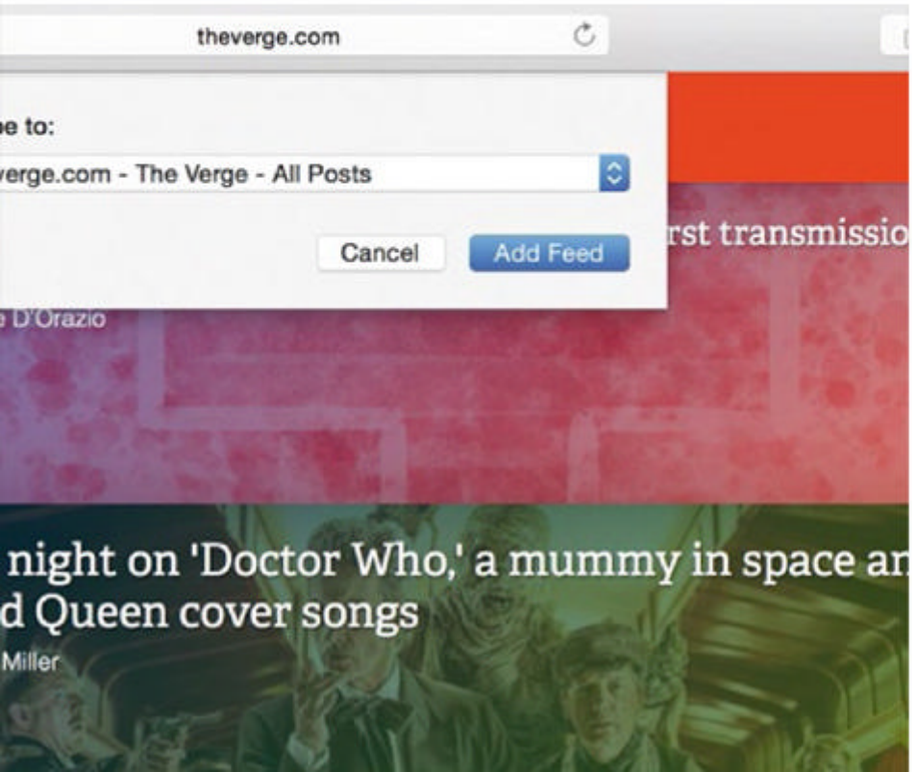
At the bottom of the sharing menu, you'll find a list of recent recipients. Just click one and it will open the appropriate message with the "To" field already filled out.

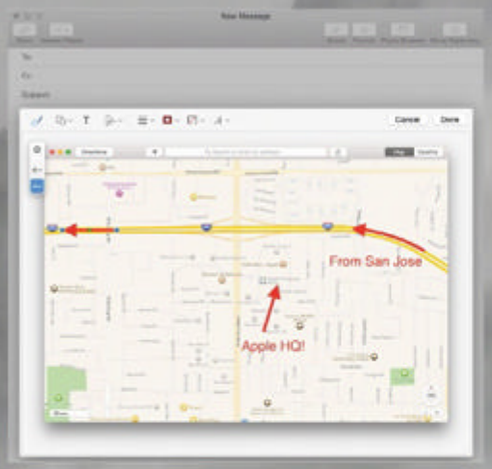
23 Delete some Safari history

After a browsing session in Safari you can now choose to delete the last day, hour or 48 hours, in case you don't want to jettison your entire cache of history data.

24 Safari sync history

Apple has a new trick up iCloud's sleeve in Yosemite. No longer do we have to leave tabs open to access sites between devices. When you browse using the new Safari, your history will automatically sync with your other devices, including anything you may have cleared.





SCRIBBLING ON EMAILS

Yosemite brings some of the biggest changes to Mail since Lion. Not only has the interface been streamlined and polished to match the new visual style, but Apple has also lifted the 10MB limit on attachments, letting us send virtually anything we want using iCloud.

But it's what we can do with those attachments that makes Mail 8.0 so great. When you drop a photo or PDF into a message, you'll see a new menu button appear as you hover over it with your cursor. Here you'll see an option for Markup, which will enable you to mark up your attachment.

It's actually more sophisticated and robust than it looks. You'll see a series of options at the top that let you draw, place arrows, lines and various shapes, and apply masks or loupes for zooming or highlighting specific details. Of course, text is also supported, and you can write on any part of the image in a font, size and colour of your choosing.

After a change is made a menu pops up that lets you revert to the original drawing – and it's easy to resize or reshape too. Just click to bring up the sizing handles and you can adjust whatever you want. If you want it gone, just press the delete key.

Mail

The new version of Mail brings some seriously cool features

25 Annotate attachments in Mail

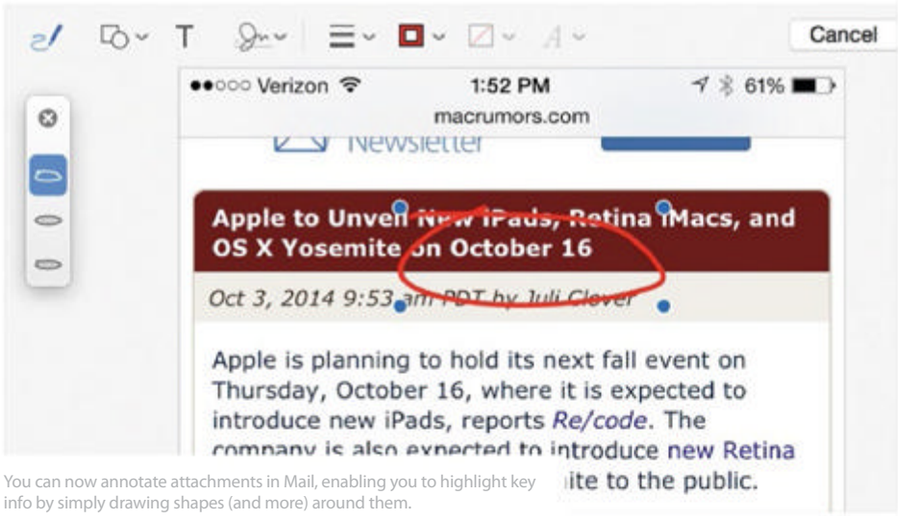
Slowly but surely, Mail has transformed from a bare-bones app into a versatile message manager, and things only get better in Yosemite. If you want to highlight something on a photo, for example, you no longer need to do your work in an image editor first. After attaching it, click on the small arrow in the top right corner of the photo and you'll get a menu of editing options, including type and drawing tools.

26 Effortlessly Fix your drawings in Markup

When you compose your first message in Mail you'll notice the window has shed a little weight. Everything's still there, it's all just been rearranged. Here's a rundown of what has changed... The BCC menu is now next to the Send button and the photo browser is hiding behind the icon that looks like two overlapping squares. If you're looking for the account switcher, it's still in the From field; click on your address and you'll see the selection arrows just like before.

27 Use Mail's refreshed (and trimmed) compose window

When you compose your first message in Mail you'll notice the window has shed a little weight. Everything's still there, it's all just been rearranged. Here's a rundown of what has changed... The BCC menu is now next to the Send button and the photo browser is hiding behind the icon that looks like two overlapping squares. If you're looking for the account switcher, it's still in the From field; click on your address and you'll see the selection arrows just like before.



You can now annotate attachments in Mail, enabling you to highlight key info by simply drawing shapes (and more) around them.

28 Send large files in Mail

If you've ever tried to send a large attachment through Mail, you know how frustrating it can be. Anything over 10MB is bounced back, sending us to Dropbox or Google Drive to make sure it's properly delivered. In Yosemite however, that's no longer an issue. Thanks to the new MailDrop feature, anything you want to send (up to 5GB) will be automatically uploaded to iCloud and delivered as a downloadable link to your recipient.

29 Sign PDFs in Mail

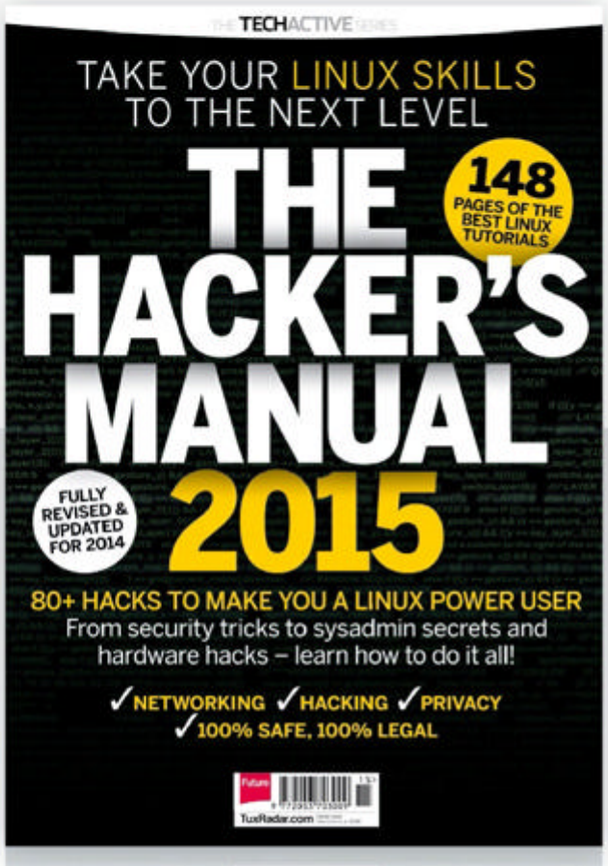
While OS X has offered the ability to sign PDFs since the days of Leopard, Apple has hugely streamlined the process in Yosemite. Where you previously had to open documents in the Preview app to take advantage of the feature, now it's part of the excellent Markup feature in Mail. Just click the new Add Signature icon in the pop-up menu and you'll be able to sign your document, either by using the trackpad or scanning your John Hancock with the camera.

SPOTLIGHT SECURITY FEARS

Along with Spotlight's enhanced capabilities comes a caveat. Like Siri and Safari on our iOS devices, a certain amount of search data needs to be routed through Apple's servers (and Microsoft's, by nature of Bing support) in order for the many new wonders of Spotlight to work. Apple has assured us that it goes to great lengths to minimise and protect whatever information it receives from users. But if you're still a little leery about the possibility of Apple spying on your searches, you can easily limit what it sees when you're using Spotlight.

You'll need to take a trip to the Spotlight pane in System Preferences. In the Search Results tab, simply uncheck Spotlight suggestions and Bing Web Searches to shut off the online component of Spotlight. You should do the same for Safari's address bar: simply open Search preferences in the app and uncheck "Include Spotlight Suggestions."

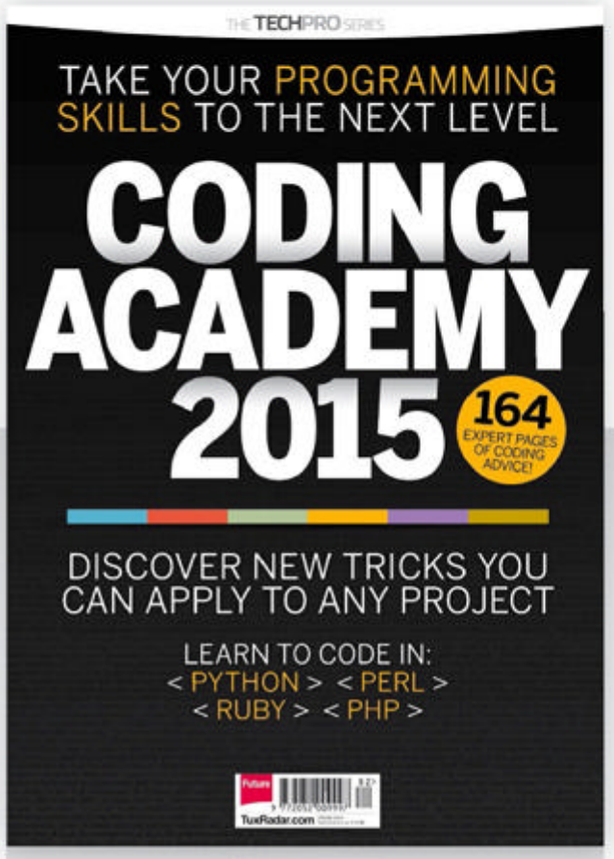
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Messages

Keep in touch with your friends no matter where you are…

30 Sync your SMS messages

With Yosemite and iOS 8's SMS Relay, you can leave your iPhone on its dock. Now, every message you receive will automatically sync with your Mac, and you can reply to any of them, whether they're encapsulated in blue or green bubbles.

31 Record audio in Messages

Sometimes words just aren't enough. As in iOS 8, you'll see a new microphone icon next to the compose window in Messages. Click and you'll be able to record an audio message and ship it as easily as you can on your iPhone.

32 Name your group messages

When we're talking with a group of our friends, it's usually about something specific, and now we can label our conversations accordingly. Click the Details button inside a group message and you'll see an option to give it a proper name, letting you easily jump to it when you have something new to add. Of course, it'll sync the title with all of your other devices too, so you won't lose track of it.

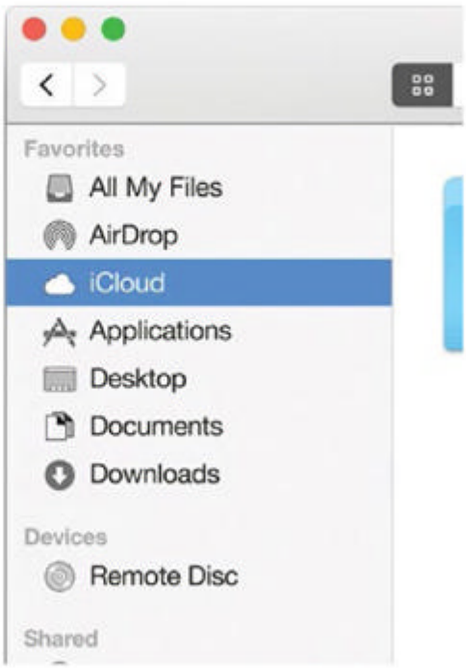
33 Stop the barrage of messages

Whether they're named or not, sometimes you just don't want to be bothered by the incessant back-and-forth of a group message. In Yosemite you won't have to be. Inside the Details window are two ways to put a stop to the distractions: turn on Do Not Disturb to stop getting notifications every time someone has a reply, or leave the conversation entirely. Whatever option you choose, the changes will be reflected on all of your devices.

34 Share your screen in Messages

Back in the days of iChat, Apple used to allow us to share our screens or let us take control of someone else's, and in Yosemite it's finally bringing this functionality to Messages. Inside the Details menu you'll see an icon that looks like two overlapping squares. Click on it and





iCloud

Wireless backup and syncing

35 Turn on iCloud Drive

Back when iOS 8 was released, there were warnings about using iCloud Drive. Once you upgrade to Yosemite, however, there's no real reason not to turn it on. To do so, simply go to System Preferences and flip the iCloud Drive toggle to green – and you'll get access to all of your documents.

36 Access your iCloud Drive documents

iCloud users have always had to resort to Dropbox or Google Drive if they wanted access to their files. But with Yosemite and iCloud Drive, we might not have to rely on them quite so much. Click on the new iCloud Drive icon in the Finder sidebar and you'll see all of your documents. It's not just limited to apps: anything you add will be accessible on any of your devices, just as it was back in the days of iDisk.

37 Use iCloud as a login password

Our iCloud passwords are the keys to just about everything in our digital lives, and now there's one more thing they can unlock. In Yosemite, you can choose to use your iCloud password as your desktop login. You can turn this on in your user preferences, but if you're using a new Mac it's turned on by default.

Continuity & Sharing

Make calls with your Mac and continue editing documents

38 Answer or make phone calls

When our iPhones are in our pockets, we rarely miss a call, but when we're working at our desks we don't always hear it buzzing. Yosemite understands this predicament and does something about it. A notification banner alerts you when a call is coming in on your iPhone, and you can answer it right on your Mac. You can make calls, too. Simply click a number in Contacts or Safari and it'll start dialing, just like magic.

39 Pick up where you left off with Handoff

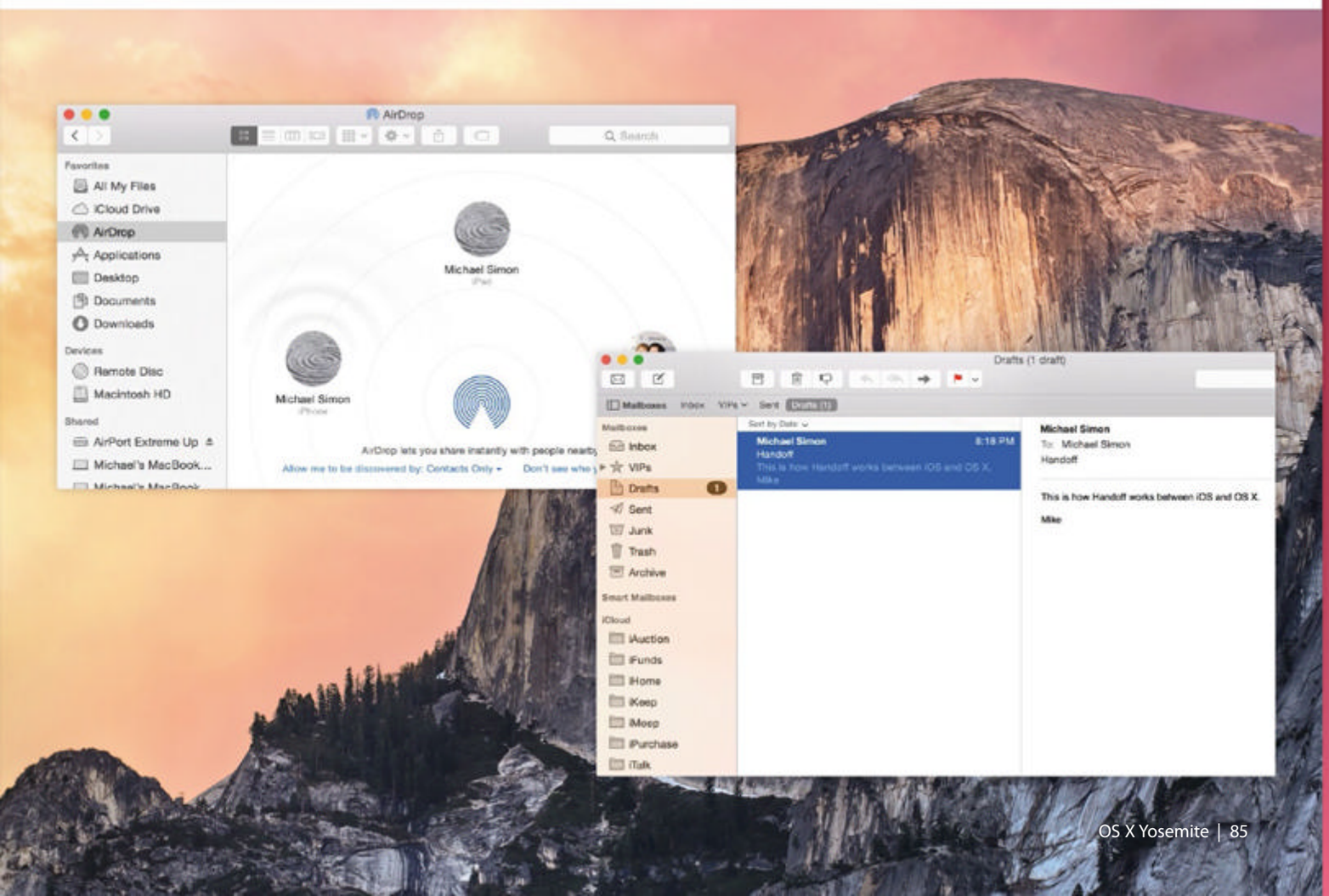
Apple has integrated iOS and OS X like never before, and nowhere is that more evident than in the clever Handoff feature that's baked right into Yosemite. If you're working on something in a supported app on your iPad or iPhone, you'll see an icon pop up to the left of the Finder. Click on it and your work will instantly be beamed to your Mac, letting you pick up right where you left off. When you're done, you can send it right back.

40 Airdrop with iOS

AirDrop has always had the potential to be great, but because it's limited to each OS, we've never really used it much. That might change in Yosemite. Apple has finally allowed iOS and OS X to communicate over AirPort, so we can instantly and easily share notes, photos and whatever else needs to get from our MacBooks to our iPhones. Just click on the option in the Finder, wait until you see the name of your iOS device, and then drop whatever you want to send on the icon.

41 Create an instant hotspot

Apple hasn't gotten around to adding an LTE chip to our MacBooks, but with Yosemite and an iPhone running iOS 8, you won't need one. When your Mac is within Bluetooth range of your iPhone (and Personal Hotspot is turned on in Settings), you'll see a new network option when you click on the Wi-Fi menu bar icon. Select it and you'll connect to your personal hotspot in an instant, without needing to type a password.



Everything Else

Other golden nuggets of Yosemite advice…

42 Record iOS screencasts

Bloggers and developers are going to love this one. Where they previously had to fire up an iOS simulator on their Mac and use third-party software to record a screencast of something on their iPhone or iPad, Apple has made it easy in iOS 8. When you plug your iOS device into a Mac running Yosemite it'll do more than just sync to iTunes – it'll be recognised as a video camera. You only need to launch QuickTime to record what's on screen.

43 Overlay Dashboard

Dashboard is very slowly going the way of the dinosaur. But if you still use it, there's a new option in Yosemite. Head over to the Mission Control settings and you'll see a dropdown menu that lets you set Dashboard as a Space (like Mavericks) or an overlay (like Snow Leopard).

44 Dictating to your Mac

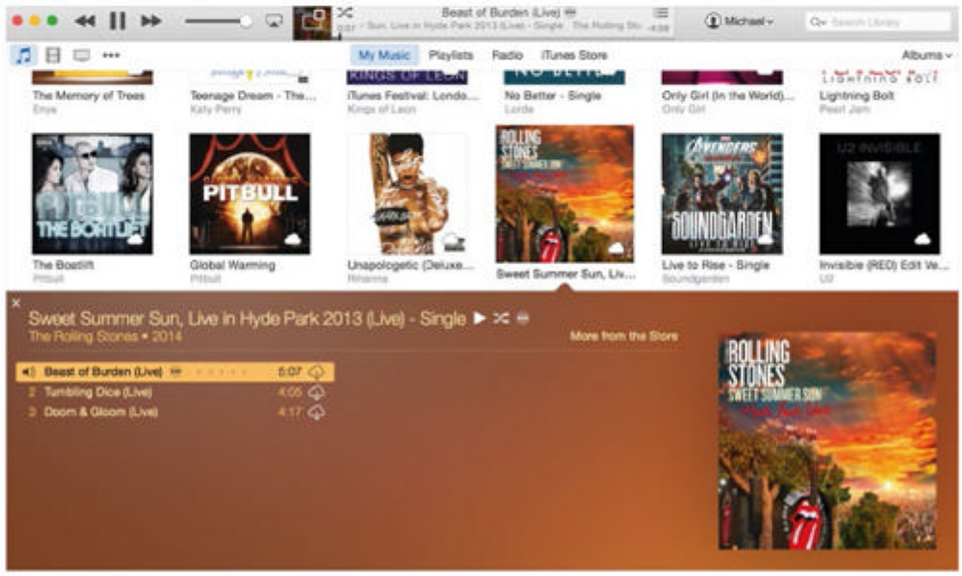
Turn this feature on inside the Dictation & Speech pane in System Preferences. If you want to enable Enhanced Dictation for offline use, it's a separate 1.2GB download – so turn it on before you leave the house.

45 Voice over for videos

Speaking of accessibility, Apple has added a cool new feature to make OS X even more useful for those with vision impairment. Turn on the new video descriptions feature and Yosemite's voice-over will add a spoken voice to the video content on the screen, providing an even richer media experience.

46 Check for updates

You won't find a shortcut to Software Update in the Apple menu anymore, but Apple hasn't removed the ability to quickly check for updates. If anything it's become easier – next to the App Store menu item in Yosemite, you'll see a tally of your available updates. Just click and you'll be transported to the App Store's Updates tab to install them.



The iTunes mini player hasn't disappeared – it's still very much part of OS X 10.10. The mini player has been moved to the Play window. Simply double-click on album art to activate it.

47 Rename a group of files

Just highlight your files, right-click and select the "Rename items" options in the contextual menu. Then select format in the dropdown to apply a neat new nomenclature to the whole list. As simple as that.

48 Turn iTunes into a mini player

If you're looking for the button that transforms the giant iTunes window into a manageable mini player, you won't find it in its old spot. Instead Apple has incorporated it into the playing window. Just double-click the album art.

49 Use QuickType in Text Editor

The new QuickType keyboard in iOS 8 is awesome and Apple has built one into Yosemite, too. It's not quite as intuitive as its mobile counterpart, but it's just as smart. In Text Editor, press esc after typing a word to get a list of predictive results. When you find the one you want, hit Space to insert it.

50 Activity Monitor enhancements

Mavericks introduced us to compressed memory, but in Yosemite Apple actually shows us how it's working. A new tab in Activity Monitor shows you exactly how much compressed memory is being utilised so you can kill any apps that are dragging your system down. Also useful is the column within the Energy tab showing apps that are preventing your Mac from going to sleep.

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Manage multiple displays

Make sense of multiple menu bars, the Dock and Mission Control

It's been possible to connect multiple displays to a Mac for a long time, but the impact on the desktop left a lot to be desired. Most issues have been addressed in recent OS X releases, but there are still a few quirks that might confuse you, including where the ⌘+⇥ task switcher will appear. With that in mind, we've prepared this guide so you can understand how the menu bar, the Dock and Mission Control will behave when you're working across multiple displays.

1 Multiple menu bars

The desktop looks slightly different on some of your displays when two or more are connected. Each display has its own menu bar, but only one appears solid, while the others are translucent. The solid one indicates which display contains the window that has the focus.

2 The Dock

The Dock appears on the primary display by default – remember, that's the one shown with a menu bar on the Arrangement tab of the Displays preferences pane. It might look like you have to move the pointer to that display to use the Dock, but that's not the case…

3 Access the Dock

Whether the Dock is set to always-on or auto-hide, it can be accessed on any display provided it's set to the bottom edge and displays are arranged horizontally.

4 The app switcher

Hold ⌘ and press ⇥ to open the app switcher. It appears on one display, but you might notice that it doesn't stick to the same one. It actually follows the Dock – wherever the Dock last appeared, that's the display on which the switcher will next be shown.

5 Unified spaces

Moving between Spaces affects only the display on which the pointer is positioned. You can disable Mission Control's 'Displays have separate Spaces' setting to revert to OS X's old behaviour, which ties them together but also reverts to having a single menu bar and Dock.

6 Independent spaces

With that option enabled, apps running fullscreen (such as iPhoto, say) can take over one display while other apps remain visible on another monitor. And remember, you can swipe between different spaces on those displays without affecting the fullscreen app you have running.

7 Dashboard

Dashboard is off by default in Yosemite as it's largely replaced by Notification Center's excellent Today view. A reason to turn it on though is to monitor parts of web pages using web clips. It can be shown as a Space in its own right, or as an overlay on any Space.

8 Mission Control

Swiping horizontally on the central preview again changes only that display's space. Windows and stacks of them can be dragged between displays – even onto another Space's thumbnail. You can even drag those thumbnails to move entire Spaces between displays.

9 Don't group by app

With windows organised between monitors and Spaces, you might find Mission Control easier to manage by turning off its 'Group windows by application' setting.

QUICK LOOK
MULTI-CONTROL

Spaces

1 Spaces are shown at the top of each display when you open Mission Control. It's possible to create a number of Spaces on each of your displays independently.

Dock arrangement

2 In Mission Control, the Dock appears only on your primary display, but it can be made to appear on any display when you're working on the desktop.

Moving windows

3 Windows and Spaces can be dragged between displays. At the Desktop, right-click an app's Dock icon and roll over Options to assign it to the current space on a specific monitor so that it opens there in future.

Dashboard

4 When Dashboard is enabled as a Space, it appears on the primary display but can be moved (as shown).



Master your mouse

Control Keyboard, Mouse and Trackpad preferences

Under Yosemite, it is possible to dictate into any application you'd normally type into and even control your Mac using spoken commands. Most of the time (if not all of it) though, you'll tend to use traditional input devices: keyboards, mice and trackpads. The only problem is that all these devices in their default states might not work precisely as you want them to work – and that can be very frustrating.

We often find that tracking, which maps physical movement to the pointer, to be absurdly slow, forcing multiple swipes to get the pointer across the screen; we regularly prod the trackpad only to accidentally click; and the lack of keyboard shortcuts for useful actions in certain apps drives us nuts.

So here's how to alter the settings for these things (and more) in the Keyboard, Mouse and Trackpad panes in System Preferences – it's incredibly simple.

The tips here assume you're using standard Apple kit, such as a Magic Mouse, Magic Trackpad or MacBook trackpad. If you're using third-party input devices or older Apple kit, then the options you see might be a little different from those shown.

1 Keyboard options

Holding down a key will normally (but not always) type a string of that letter; in the Keyboard pane you can set how quickly this happens and how soon. You can also set the Function keys to act in the way apps may expect instead of adjusting screen brightness etc.

2 Change modifier keys

Click the Modifier Keys… button and you can change what the ⌘, ctrl, ⌥ and even Caps Lock keys do – if you're a frustrated Windows switcher who can't master Mac key positions, for example, you could assign ⌘ to ctrl. It may cause lasting confusion, though!

3 Edit shortcuts

Click the Shortcuts tab to edit keyboard shortcuts. Can't get your fingers around the keys that take a screen grab, for example? Select Screen Shots, then the first item, then click the shortcut (⌘+⇧+3) and press a new one. Try to avoid clashing with common shortcuts.

4 Trackpad options

Trackpad options are in the Trackpad system preferences pane. Under 'Point & Click', you can enable and configure Secondary click (otherwise known as right-click), 'Look up' (for dictionary definitions), Three-finger drag and Tracking Speed. You can disable 'Tap to click' if you keep clicking by mistake when navigating the trackpad.

5 Scrolling and zooming

Under Scroll & Zoom, the first option defines scroll direction: 'Natural' means content follows the direction of your fingers, as in iOS (but unlike every other OS). You can also enable pinch to zoom, smart zoom (which zooms around what's under the pointer) and rotation.

6 Advanced gestures

The More Gestures tab offers advanced gestures for moving between apps and pages and activating features. Hover over any option to see a video of how it works. Click the arrow for extra options for gestures.

7 Basic mouse controls

In the Mouse pane you can adjust the tracking speed (how fast the pointer moves across the screen when you move the mouse) and double-click speed (how quickly you have to click a second time for it to be counted as a double-click). You can also configure your mouse's buttons.

8 Toggle mouse gestures

Magic Mouse users get two tabs: Point & Click and More Gestures. In the former, you can disable 'natural scrolling', change right-click to the left, and turn off the iOS-like smart zoom. Under More Gestures you can enable swipe actions and a shortcut to Mission Control.

9 Custom shortcuts

To create your own shortcut for any app, open the Keyboard preferences pane, go to Shortcuts > App Shortcuts, click the + sign and select an app. Type the exact menu command, then press your desired key combination. Click Add to finish.



Using the separate Keyboard, Mouse and Trackpad system preferences panes you can easily customise all of your input devices.

Define your audio sources

Configure your Mac's sound settings and find out how to use AirPlay

Whether you want to listen to music or to make it, your Mac and OS X make it easy to do. You'll find basic sound settings in System Preferences > Sound, but there's a whole lot more to the Mac than that. You can, for example, listen to music wirelessly by teaming your Mac with a set of Bluetooth or AirPlay compatible speakers. As well as being able to listen to sounds from different sources and different ways, your Mac also enables you to make and record sounds. Most models include an internal microphone that you can use with apps like FaceTime or Skype to make voice and video calls, but you can also connect external devices such as microphones and musical instruments too. Fire up an app like GarageBand (provided with new Macs for free, otherwise £2.99) and you'll be able to turn your Mac into a complete home recording studio. Let's take a thorough look at the options for changing your sound input and output settings…



OS X Yosemite's comprehensive Sound preferences enable you to fine-tune both input and output.

1 Change sound alerts

When your Mac needs to warn you about something, it usually plays an alert sound. To change the default sound to something else, go to System Preferences > Sound, click on the Sound Effects tab and choose which one you'd like to use instead.

2 Sound alerts through…

When you connect external speakers to your Mac, you might find that sound alerts you've set are played through them. To stop this from happening, select Sound Effects and go to the 'Play sound effects through' menu and select Internal Speakers.

3 Define output sources

If you've connected some headphones or speakers to your Mac but can't hear any sound, go to System Preferences > Sound, click the Output tab and select the device you want to use. Speakers may use USB or the headphone port, so test your settings to make sure which.

4 Define input sources

On Apple notebooks and iMacs, the internal microphone is set as the initial input source. You can change this by clicking the Input tab (if you want to use an external microphone). Select your chosen input from the list. Note that some apps, such as Skype, override this with their own settings.

5 Test input levels

With input devices it's a good idea to check levels to ensure you don't end up with distorted audio. If using a microphone, select it and speak into it. You'll see the Input level meter rise and fall. Adjust the Input volume slider if it always sits very low or at the maximum level.

6 Menu bar sounds

System Preferences > Sound gives you the option to display your Mac's sound settings in the menu bar. Click the speaker icon to adjust the volume; and ⌥-click it instead for a drop-down menu of connected input and output devices – speakers, microphones and so on; click one to select it.

7 Bluetooth speakers

To connect your Bluetooth speaker, first put it into pairing mode (see the manufacturer's instructions on how to do this as different devices will have different methods) and then go to System Preferences > Bluetooth. Select the speaker from the list of devices and then click the Pair button. All being well, it will now be ready to use.

8 AirPlay speakers

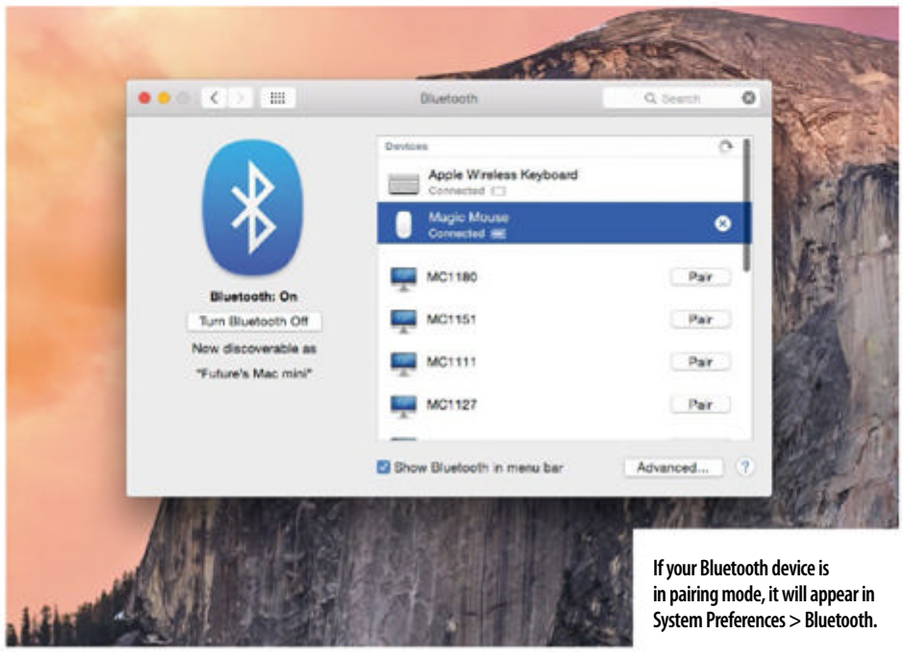
AirPlay and iTunes make it easy to listen to music all around the house – just add an AirPlay speaker (there are many available including excellent offerings from Bowers & Wilkins) to each room and then connect to them via a wireless network. To use an AirPlay-compatible speaker, put it into discovery mode (check the manufacturer's manual) then open iTunes, click on the AirPlay icon in the iTunes toolbar and then select the device or devices you wish to route the output to.

Using Bluetooth

Get to grips with how Bluetooth works and what it can do to help you

You might already be very familiar with Bluetooth without realising it: it's how the Apple Wireless Keyboard, Magic Mouse and Magic Trackpad all talk to your Mac, if you use them. The technology sends signals over radio waves, with the majority of devices able to transmit over distances up to 10m (33ft).

Technically, you can connect up to seven Bluetooth devices to your Mac, but Apple recommends you don't hook up more than three or four at once. Over the following six tips, we'll show you how to set up and use your Bluetooth devices using OS X Yosemite's built-in options.



If your Bluetooth device is in pairing mode, it will appear in System Preferences > Bluetooth.

1 Set it up

For ease of setting up, it's best to have the Bluetooth menu visible in your Mac's menu bar. If you can't see it, go to > System Preferences > Bluetooth and tick 'Show Bluetooth in menu bar' at the bottom. The icon will now appear among the group to the right of the menu bar. To alter its position, hold ⌘ and drag it to where you want. Click the icon, turn on Bluetooth and you're ready.

2 Keyboards, mice and trackpads

Let's start by pairing an input device to your Mac. Make sure the kit is switched on and in pairing mode. If it's an Apple keyboard, mouse or trackpad that isn't currently paired to anything else, it'll enter pairing mode almost as soon as you switch it on, indicated by a blinking light. Now click the Bluetooth menu bar icon and select Open Bluetooth Preferences… You'll now be able to see a list of Bluetooth devices that can be paired with your Mac. If nothing appears, double-check that the device is in pairing mode and that it's positioned close enough to your Mac (within 10m).

Once you've found the device you want, click on the Pair button to its right. If it's a keyboard, you'll be asked to type in a code on the keyboard as a security measure. Do this and hit ↵. Note that you'll need to do this fairly quickly or the device may leave pairing mode. Once paired, you may be asked to identify the keyboard's layout so that it'll work properly – the Keyboard Setup Assistant will guide you through this. Once you've gone through this, you'll be returned to the Bluetooth preferences.

3 The menu bar icon

Now that you've paired something to your Mac, look at the Bluetooth menu bar icon and you'll see it has changed from the black Bluetooth logo it was before. The row of dots across it indicates that something is connected to your Mac over Bluetooth and the two are actively talking to each other.

If you now switch off your keyboard or mouse, you'll see the icon change and a message will appear on your screen telling you the connection has been lost. To get things working again, simply switch on the device and it should reconnect. If a device doesn't automatically reconnect, connect it manually by selecting it in the Bluetooth menu.

If you've got several Bluetooth devices paired to your Mac and want to know which ones are currently connected, click the Bluetooth menu and look under Devices. The ones listed in bold are connected.

4 Headsets and speakers

You can get Bluetooth speakers and headsets that connect to your Mac. Pair your headset or speaker set as you did with the keyboard earlier. To change audio settings, go to System Preferences > Sound. If your headset has a microphone as well as speakers and supports the correct profile for voice, it'll appear under Output and Input.

5 iPhone options

One of the ways you can use your iPhone's internet connection on your Mac (if your data plan allows) is to pair over Bluetooth. Pair your iPhone with your Mac by going to Settings > Bluetooth on the iPhone. Then go to Settings > Personal Hotspot and ensure this is also turned on. Next, select your iPhone in your Mac's Bluetooth preferences pane, right-click and then click on Connect to Network. If that doesn't work, go to System Preferences > Network > Bluetooth PAN. Pick your iPhone from the Devices list, then click Connect.

6 Share files with other devices

If you have a non-Apple mobile, you can pair it to your Mac to transfer files between the two. To send a file to your mobile, pair the mobile, then double-click on its entry in the list of Bluetooth devices to open the Select File To Send window. To get anything off the device, select Browse Device…You'll now be able to browse the phone's files on your Mac.

Set up a printer

Take advantage of Yosemite's built-in printer support…

Whether you regularly print dozens of brochures for your small business or just the occasional begging letter to your bank manager, a printer is a vital part of every Mac set-up. OS X has its own direct access to the latest printer and scanner software from the world's leading manufacturers, so in most cases all you need to do is connect your device, and if any additional software is needed, OS X will download it automatically. This means that there's no complex setting-up to do.

And printers aren't that expensive. You can get a good multifunction inkjet, which also scans and photocopies, for under £200. If your needs are modest, a simple desktop inkjet print-only printer can be bought for less than £30.

If you have any printers that support AirPrint, Apple's own wireless print system, OS X will automatically use AirPrint. If you want to use another printer or system, go to the Printers & Scanners preferences pane to set your preferred one. Let's take a look at the options…



Setting up and using a printer is easy with OS X Yosemite – in most cases just plug in and you're away!

1 Update software

Go to > Software Update and install any available updates. Make sure your printer is plugged in, the ink is loaded and the paper tray filled. Now connect the printer. OS X will find any software required, and ask you to OK it. If it can't find any, use the printer's DVD.

2 Network printing

To connect a printer to your network rather than directly to your Mac, follow the printer's instructions for connecting via Wi-Fi, Bluetooth or Ethernet. To connect wirelessly, you might need to input your router's WEP/WPA code, or connect through USB first.

3 Print window

Now when you open a document and press ⌘+P or select File > Print, you can pick the printer at the top of the print window. (This might look a little different, depending on the app.) To see more options or fewer, click Show or Hide Details at the bottom left.

4 Print options

If you have more than one printer connected to your Mac or its network, select which to use via the Printer pull-down menu. The Presets menu lets you select and add to a range of preset menu options, which is useful if you need custom settings for a specific job.

5 More print options

Other print options include number of copies, printing specific pages, changing paper size, scaling to shrink, and enlarging or fitting the job on the page. Others may vary between printers. Do check the Paper Type/Quality settings if you're printing images or using high-quality photo paper.

6 Print to PDF

The PDF button (bottom left) enables you to create a PDF and do various things with it, including mailing it to a contact. This is an extremely handy feature – and a great alternative to just sharing a document if the recipient doesn't have the associated app (or you don't want them to be able to edit it).

7 Preference pane

If a printer doesn't appear in the list or you want to change the defaults, go to > System Preferences and select Print & Scan. To add a printer, click the +; to remove one, click its name and then click the –. Set the default printer and paper size at the bottom.

8 Manage Print Queue

When printing, your printer appears in the Dock. Click it to see the Print Queue. You'll see a list of current print jobs. You can pause printing, cancel jobs, check how much ink you have left and manage your printer setup.

9 Duplex printing

Many printers include a duplex function, which enables them to print on both sides of the paper. To use this, tick the box labelled 'Two-Sided'. Using the central pull-down menu, select Layout and you can change duplex settings.

Networking and sharing

Set up a home network to share and stream files

Thanks to the networking and file-sharing features built into OS X, it's easy to move files between computers, share your music or even share an internet connection. There are loads of things you can do – such as watch your Mac videos on a large-screen HDTV, or enjoy TV shows and movies from the internet (using an Apple TV). Or backup wirelessly and share files with others in an instant. Here though, let's look at two of the most common things you'll want to do with your home networking – share a USB printer and stream your tunes wirelessly.



Use AirPlay to send video from your Mac or iOS device to your HDTV via an Apple TV, or to stream music wirelessly to compatible speakers.

HOW TO | TURN A USB PRINTER INTO A NETWORKED ONE

1 Share from a Mac

A USB printer attached to a Mac can be shared with other Macs over a network – but only when the host Mac is turned on. In System Preferences > Sharing, click Printer Sharing and tick the box next to your printer.

2 Put it on your network

You can network many USB printers by connecting to the USB port on Apple's AirPort Express, AirPort Extreme or Time Capsule. Some other routers offer this, using their own software for setup.

3 Configure your AirPort

AirPort kit can host a Wi-Fi network, if you haven't got one, but we've joined ours to another router's network and put our printer in a different room. In AirPort Utility, in the Express's Wireless settings, we've set its mode to 'Join…' and entered our network's details.

4 Find the printer

With your Mac and AirPort Express on the same network, open System Preferences > Printers & Scanners. Click the + on the left and select Add Printer.

5 Add the printer

Click the printer's row. Below, you can change its name and location to something meaningful to you, such as 'Office printer'. Click Add. For many popular printer models, OS X will download the printer's software. Afterwards, the printer is listed in the Printers & Scanners pane.

6 A less formal route

The printer can also be added to a Mac on your network right at the moment you need to print something. Choose File > Print and click the option that lets you select a printer; it should appear under 'Nearby Printers'. Choose it to install its software, then print your document.

HOW TO | USE AIRPLAY WIRELESS STREAMING

1 Prepare your Apple TV

With your Apple TV and Mac on the same network, go to Settings > AirPlay in the Apple TV's menu. If the first item is set to Off, select it to toggle it on. Optionally, select Security and set a password that must be entered on devices before they can stream to the Apple TV (you may want to do this if you're in a shared house, for example).

2 Ready AirPort Express

AirPort Express can receive audio over a network and play it through speakers plugged into its audio jack – great for listening to music in the bedroom, for instance. Open AirPort Utility, then edit your AirPort Express's settings: click the AirPlay tab, switch on AirPlay, and optionally set a password to control access.

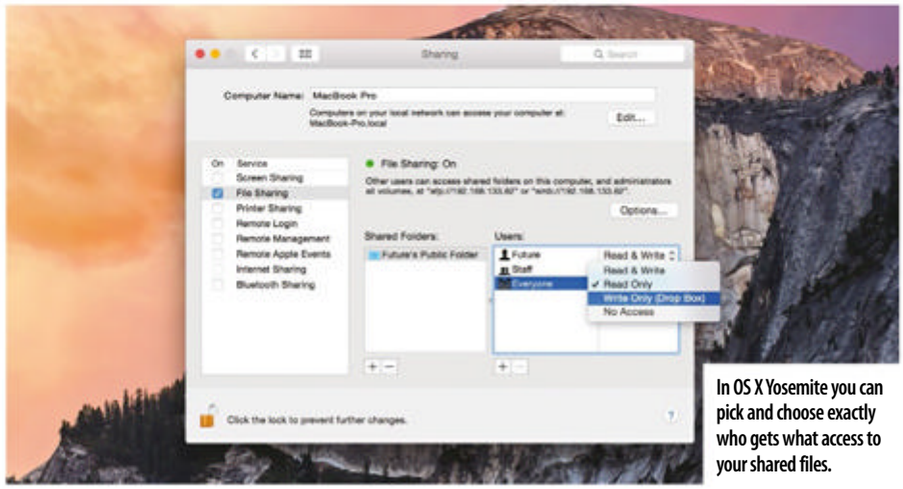
3 Stream from iTunes

If iTunes detects an AirPlay receiver on the network, an AirPlay icon appears with the controls at the top left. Click it, pick a receiver (note the different symbols for audio and video devices) or even pick several, and then enter the password if needed. Then all that's left to do is sit back and enjoy!

Sharing your Mac

Discover how to make the most of your Mac's sharing capabilities

With your Mac set up and connected to your home network, it's time to start taking advantage of all the sharing opportunities that networking gives you. The most obvious use of networks is to shunt files quickly between computers – even between Macs and Windows PCs – but that only scratches the surface.



In OS X Yosemite you can pick and choose exactly who gets what access to your shared files.

1 Configure it…

To configure what's shared on your Mac, open > System Preferences and choose Sharing. You'll immediately see a list of options that reveal what you can share from this Mac with others: files, your printer, a CD/DVD drive, or even the Mac's screen, enabling others to observe your computer or you to see another person's, and to take control of it for remote troubleshooting purposes.

2 File sharing made easy

The key options you'll want to check out begin – naturally – with sharing files. Under Yosemite, many apps have a Share button which gives you a quick and easy way to send a photo or a link via Mail or Messages, upload a video to Vimeo, share a file via AirDrop and so on. All you need to do is sign into the social network or service you want to use, and it's then available as an option in the Share menu.

3 Finder file sharing

In the Finder file sharing enables you to share specific folders, giving both yourself and specified other people access to the contents from another computer. Start by ticking File Sharing. You'll see a list of existing shared folders, with the names of users and groups who have access to them. You'll also see what level of access each has.

4 Access privileges

There are three levels and an option to explicitly provide no access to someone. Read & Write enables others to copy files from the folder, add files to it or delete them. Read-Only enables them to copy files from the folder to their own computer. The third option, Write Only (Dropbox), enables people to copy files from their own computer into the folder but not access existing files within it. You can add or remove both shared folders and users by clicking the plus and minus buttons underneath Shared Folders and Users. Then either browse for a folder you wish to share or select a user or group to enable access.

5 Configure access

When it comes to configuring access to your own shared folders for other people, first return to System Preferences and click Users & Groups. You have two basic choices. First, you can configure the Guest account so people can connect without having to provide a username and password: to do this, select the Guest account and verify that 'Allow guests to connect to shared folders' is ticked. Alternatively, you can set up a dedicated 'sharing only' user account with access to shared folders and your screen: to do this, click + to create a new shared user, and select Sharing Only from the New Account dropdown menu.

6 Share peripherals

These days, most Macs ship without a drive to read CDs and DVDs, which might become an issue if you need to install software from a disc. Rather than get an external drive, you can make use of a drive on another Mac on the network. To do this, go to System Preferences > Sharing and tick DVD or CD Sharing, then decide whether or not to let people use your drive without specific permission. Once DVD or CD Sharing is enabled, your drive will appear in the Finder window sidebar on other Macs under the Shared heading. People can then click this and use your drive as if it was connected to their own Mac.

7 Screen sharing

In the Sharing preferences pane, there's an option called Screen Sharing. This is a neat way to provide remote tech support for another Mac on your network. While this is generally restricted to Macs on your local network, there are ways of showing people your Mac screen over the internet too. The simplest is to use your Skype account. Start a voice call with another Skype user, then click the + button and choose Share Screen… to share your screen with your contact. If you'd like to do the same with a video call, you'll need a Skype Premium subscription.

8 iCloud tricks

Another clever use of sharing technology can be found in iCloud: if you've got two or more Macs using the same iCloud account, you can connect to them over the internet for whatever purpose you might have – perhaps you forgot to transfer a file, for example. Just open the iCloud preferences pane and tick Back to My Mac. Once it's set up, you'll be able to see that Mac in the Shared section of the second Mac's Finder sidebar and connect to it to transfer files. Switch on Screen Sharing and you'll also be able to control it remotely.

Share files wirelessly

Send files to other Macs and iOS devices around you with ease

SKILL LEVEL
Anyone can do it

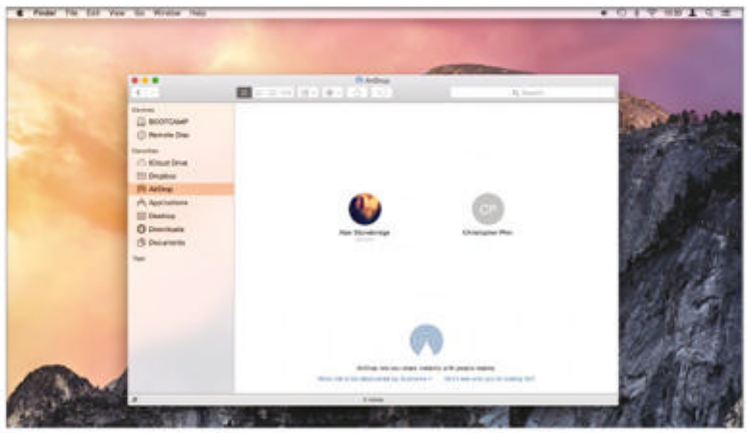
IT WILL TAKE
5 minutes

YOU'LL NEED
Another Mac running OS X 10.10 or a compatible iOS 7 or 8 device, with Bluetooth and Wi-Fi turned on

Wave goodbye to emailing photos, documents and other files, because there's a better way: AirDrop. It sends files between Macs and iOS devices over the air using an encrypted connection. What's particularly great about it is that unlike traditional methods of sharing files, there's no tricky setup involved – the devices involved in a transfer don't even need to be connected to a Wi-Fi network (though AirDrop still works 'invisibly' if either or both machines are), because it establishes a direct connection between them.

When you select AirDrop in a Finder window sidebar or choose Go > AirDrop, you'll see a window with icons for nearby people who have made themselves visible to receive files. Control your own visibility at the foot of the window: you can choose to be seen by everyone, only by your contacts, or not at all. When you drag files and folders and drop them onto someone's icon, the recipient is prompted to accept or reject the transfer. If their iOS device has no app capable of reading what you're sharing, it will direct them to the App Store.

To share between two Macs, they need to be reasonably close so that they can talk to each other

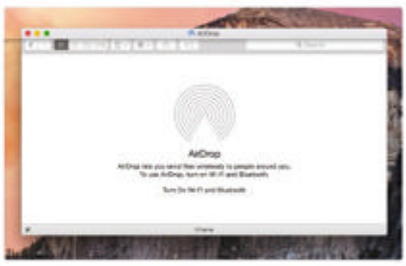


AirDrop makes transferring files as simple as dragging and dropping them on to the recipient in the Finder.

AirDrop is available in other places besides Finder. Click the Share button that appears in Safari, Preview and other apps to share whatever you're looking at. Using AirDrop in this way opens a sheet that again lists nearby people. Click one to send to them.

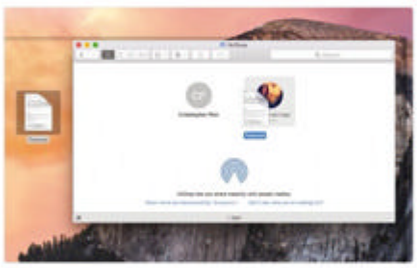
Wherever you access AirDrop, the words 'Don't see who you're looking for?' appear below the list of people. Clicking this and then 'Search for an Older Mac' switches to an older implementation of AirDrop that works only between Macs, running OS X Lion or later. This version of AirDrop can't talk to iOS devices, but it works with many more models of Mac – if you have an older Mac in the house, you can check whether it's compatible by referring to Apple's list on its website at support.apple.com/kb/PH18947.

HOW TO | SHARE FILES USING AIRDROP



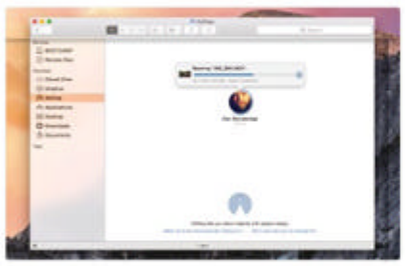
1 Start AirDrop

On the devices you'd like to transfer files between, open the AirDrop window – click it in a Finder window sidebar, or choose Go > AirDrop, or press ⌘+⇧+R. If Bluetooth or Wi-Fi is switched off, click the button to turn it on so AirDrop can work.



2 Send a file

On your Mac, find the file you want to send. Drag its icon onto the icon for the other person's device. The word 'Waiting' will appear under that icon, and a pop-up will appear on the receiving device, enabling the recipient to accept or decline the item.



3 Receive files

A blue arc grows around the edge of the person's icon to indicate progress (click for an estimate of remaining time). Files you receive are saved to your Downloads folder, which is accessible from the Finder sidebar, the Go menu, or by pressing ⌘+⌥+L.

Call and text forwarding

Send and receive calls and texts on your Mac and other devices

SKILL LEVEL
Anyone can do it

IT WILL TAKE
Just a few minutes

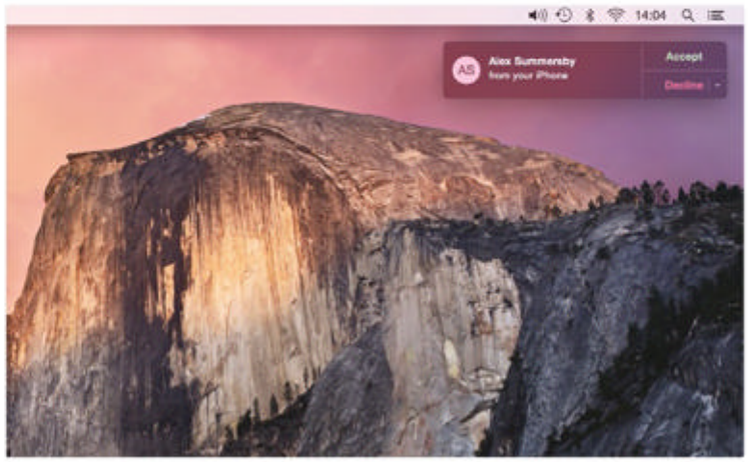
YOU'LL NEED
OS X 10.10, an iPhone, an iCloud account and a Wi-Fi network

Now it no longer matters if your iPhone is in another room when you receive a call or a text message. Provided that there's a Mac or other Apple device to hand, there's no need to rush to the iPhone to respond: iOS 8.1 allows your phone to forward voice calls and SMS or MMS messages to your iPad, your iPod touch and even your Mac.

We say forward, but in fact all of your devices – including your iPhone – will attract your attention, meaning there's less pressure on you to keep your phone on your person. It works in the opposite direction, too, enabling you to initiate calls and send SMS and MMS messages from those devices by routing calls and texts over Wi-Fi back to your iPhone.

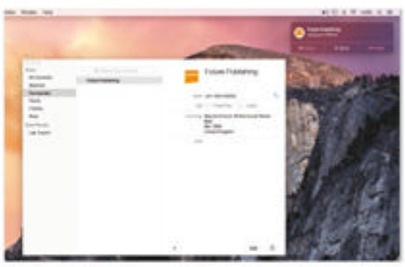
As in the case of other Continuity features in iOS and OS X, there are a couple of conditions to meet before your iPhone can start forwarding calls and messages to other devices. All of your devices need to be signed into the same iCloud account as your iPhone, and they also need to be connected to the same Wi-Fi network as the iPhone.

Phone calls are forwarded to the FaceTime app on your other devices. This feature is automatically enabled for you, but you don't have to accept it on all of your devices – if you'd rather not receive calls on your Mac or iPad, the feature can be turned off on individual devices and left enabled on others – whatever combination suits you. Conversations by SMS and MMS take place in the Messages app on both iOS and OS X.



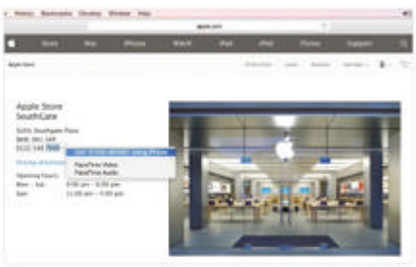
Working in the study, but left your iPhone in the lounge? Just pick up the call from your Mac!

HOW TO | USE CALL AND TEXT FORWARDING



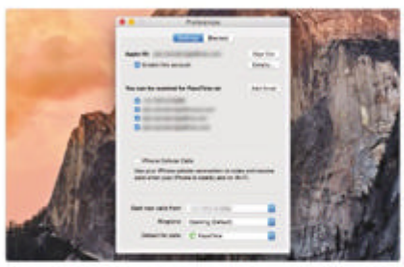
1 Call a contact

You can either find someone in the Contacts app or search for them using Spotlight – it summarises their details without opening the Contacts app. Move the pointer over the word Audio (it has a phone icon next to it) and click. Under the 'Call Using iPhone' heading, choose the number. You'll see that a call window appears at the top right of the desktop. Alerts about incoming calls also appear here.



2 Number detection

Safari and Mail can detect phone numbers in text. Move the pointer over one and an arrow may appear to its right. Move over this, click, and choose the option that dials it. If the arrow doesn't appear, selecting part of the number sometimes helps. If not, copy the number to the Clipboard, open FaceTime and paste into the search bar. Where the number is repeated below, click the phone icon next to it.



3 Turn off forwarding

To prevent your Mac and other devices from ringing when your iPhone receives a call, look in FaceTime's settings. In FaceTime on a Mac, choose FaceTime > Preferences… and select the Settings tab. On an iOS device, find FaceTime at the top level of the Settings app. In both of these places, untick the option labelled 'iPhone Cellular Calls' to prevent calls being forwarded to that device.

Move tasks between devices

With Handoff you can start a task on one device and finish it on another

SKILL LEVEL
Anyone can do it

IT WILL TAKE
Just seconds

YOU'LL NEED
iOS 8 and OS X 10.10; apps that support Handoff, such as many provided with those operating systems

Handoff is one of the new 'Continuity' features in OS X Yosemite and iOS 8. It enables you to start a task on one device and easily switch to another device to finish it. It might be a web page you're reading, an image you're adjusting, or an email you're writing. There are other ways to achieve this – in these scenarios, iCloud Tabs, saving to iCloud Drive, and your Drafts mailbox – but Handoff makes the process quicker.

With your devices signed into the same iCloud account, in close proximity to each other, with Bluetooth turned on, and connected to the same Wi-Fi network, they tell each other what app is in the foreground. As you write an email on one device, say, the other will display its Mail app's icon; when you interact with this, it tells the originating device to hand off the task – including the item you're working on – to the device you've switched to.



If you started an email on your iPhone but are now sat at your desk, you can finish it off on your Mac!

Handoff requires a Mac with built-in Bluetooth LE, although some early models with it still don't work with Handoff. Compatible models are listed at support.apple.com/kb/HT6337, but you can just look for a tickbox labelled 'Allow Handoff between this Mac and your iCloud devices' in the General pane of System Preferences – it will be there only if your Mac does support Handoff. Make sure this option is turned on and, on your iOS device, check that Handoff is switched on under Settings > General > Handoff & Suggested Apps.

HOW TO | GET STARTED WITH HANDOFF



1 Receive from iOS

When a Mac app can take over from the foreground app on your iOS device, its icon will appear in the Dock, to the left of the Finder, with a tiny graphic of an iOS device next to it. Move your pointer over that icon to get confirmation of the sending device's name. Click the icon to hand off the task: the app will open and, soon after, the content you were viewing on your iOS device will appear on your Mac.



2 Alternative method

There's also another way to trigger Handoff, which is useful if your Dock is hidden or you don't want to move the pointer all the way to it. Hold ⌘ and tap the ⇥ (Tab) key to open the app switcher. The receiving app's icon is shown at the far left. With ⌘ still held, also hold ⇧, then tap ⇥ twice to highlight the handoff app. Now release all the keys. Alternatively, move the pointer over the icon and let go of ⌘.



3 Receive from OS X

To continue a task from your Mac on your iOS device, look for an app icon at the bottom left of the iOS device's Lock Screen. Swipe upwards from it and the app will open and show whatever you were working with on your Mac. Editable content, such as a new email, will close on the Mac. If your iOS device is already unlocked, double-click the Home button and tap the leftmost item in the app switcher.

Facebook integration

Yosemite keeps you in touch with Facebook contacts all the time

SKILL LEVEL
Anyone can do it

IT WILL TAKE
5 minutes

YOU'LL NEED
OS X 10.10,
a Facebook account

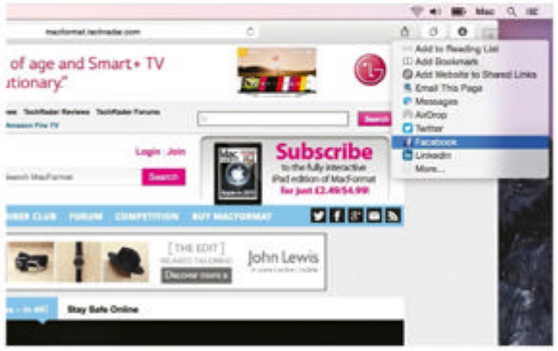
Social networking these days means staying in touch with friends and contacts anywhere, any time. We're used to tweeting or sharing snaps from our iPhones, and Yosemite also integrates with social networks, making it easier than ever to share pictures or web pages via Flickr or Vimeo, post to Twitter and more. Here we'll focus on Facebook, but the principles are the same for the other social networks that Yosemite supports.

Once you have Facebook configured in Yosemite, you can send things to it from a wide range of apps. Your Facebook friends are added to your Contacts, complete with their profile photos, and any changes they might make to their details on Facebook are updated automatically in the Contacts app.

Your Facebook notifications come straight to you in Yosemite's Notification Center. You can post to Facebook without needing to sign in through a web browser, because you're already signed in with your Mac's operating system! You can share photos, web pages and all kinds of other content directly from the Share button, which appears in a wide range of apps: simply select Facebook from the list, add a note, click Post and it's done – you've updated your Facebook status.

Extra options when sharing

Once you sign into Facebook in OS X Yosemite, you can connect and share with friends directly from your desktop – it couldn't be easier to keep in touch. You can share your location with your Facebook posts by clicking the location indicator at the foot of the Facebook Share Sheet. As long as Location Services is switched on and you've given Facebook access to it, you'll share exactly where you were when you clicked Post.



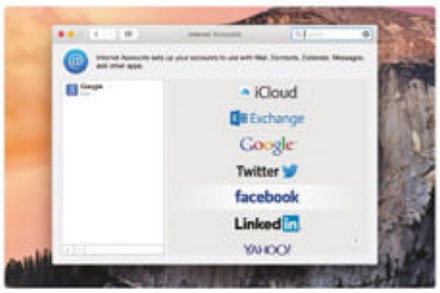
Once you sign into Facebook in OS X Yosemite, you can connect and share with friends directly from your apps – it couldn't be easier to keep in touch.

You can also choose to share each post with a different group, rather than all your Friends, by selecting a group from the drop-down list at the top left of the Facebook Share Sheet.

If you opt to share a photo to Facebook, you can select the album that you want to put it in. This option appears as a drop-down list at the top right corner of the Facebook Share Sheet. If you don't provide a selection here, your post goes by default to your Wall.

In these guides, we'll explain how to link your Facebook account to Yosemite, then show you some of the options this gives you in a range of apps.

HOW TO | CONNECT YOUR ACCOUNT



1 Link your Mac

Open System Preferences. In the third row down, click Internet Accounts. This is where you manage your various online accounts for email, appointments and social networking for the likes of Facebook and Twitter. Click the + at the bottom of the left-hand pane.



2 Choose Facebook

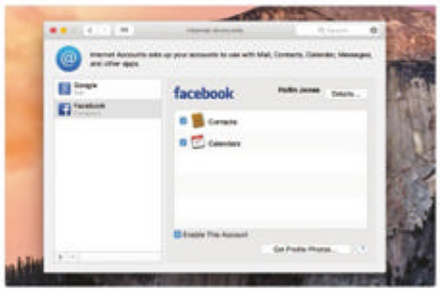
In the right-hand pane you'll see a range of online services that integrate directly with Yosemite, including several social networks. Choose Facebook from the list, then enter your Facebook username and password. When you're done, click Next to continue the process.



3 Permission Summary

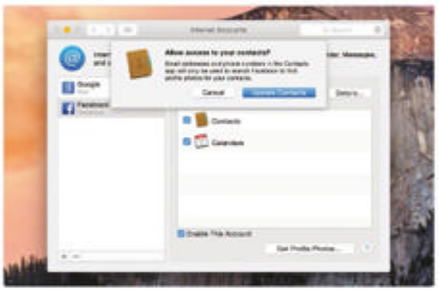
Yosemite provides you with a summary of the permissions that you'll be granting to it, including access to your Facebook contacts, the ability to post updates and photos and working with apps. When you're done reviewing this information, click Sign In to finish.

HOW TO | MASTER FACEBOOK'S FEATURES WITHIN YOSEMITE



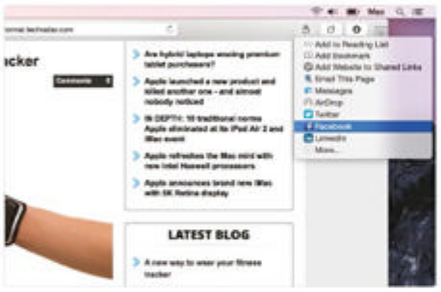
1 Contacts

Yosemite accesses all your Facebook contacts and imports them into your local Contacts so you can use them from any application on your Mac. If you change your Facebook password, return here, click Details and provide your new password to OS X.



2 Update photos

You can also import contact photos from your friends' Facebook avatars by selecting your Facebook account in the Internet Accounts pane in System Preferences. Click Get Profile Photos, and, when prompted, click Update Contacts to download the pictures to your address book.



3 Share a page

Now you're set up, sharing a web page via Facebook is easy. In Safari, browse to a web page you want to share. Click the Share button in the address bar and you'll see a drop-down list of sharing options. Select Facebook from the list to share a link to the page.



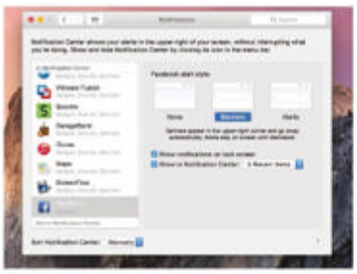
4 Add a message

You'll see a new Facebook Share Sheet. Click the drop-down list at the top left to set who the page will be shared with – by default, all your friends, but you can choose a list – which must be set up via the Facebook website. Type your status update, then click Post.



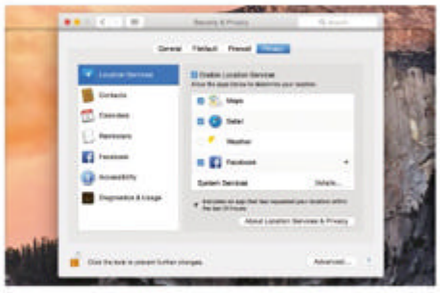
5 Use Location Services

You can automatically add your location to a post too. In the bottom left of the Share Sheet is an arrowhead, indicating Location Services. If it's not yet set up, click it and you'll be taken to the Privacy options to configure the service to allow Facebook to use your location.



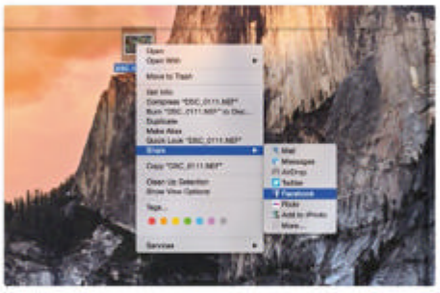
Quick tip

In Notification Center's preferences, find the Share Button item in the list of apps. Turning it on adds buttons to post to social networks via the Notification Center sidebar.



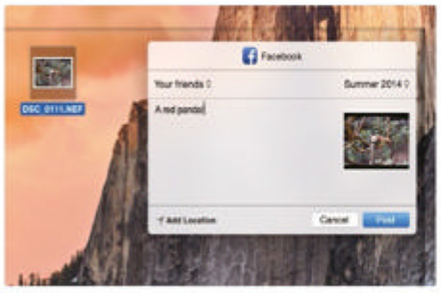
6 Privacy options

Here you can select the applications that you want to have access to your location information. Ensure that Facebook is ticked, then return to the Share Sheet and click again to add your location, then click Post. For other privacy options visit the Facebook website.



7 Post a photo

Sharing a photo via Facebook is just as easy as sharing a web page. In the Finder, locate the picture you want to share, then right-click on it and select Share > Facebook. Now simply choose the people you want to share it with, and add a brief message



8 Add to your Wall

At the top right of the Share Sheet is a drop-down list that enables you to choose where you want to post the picture. Select a whole photo album, or select Wall to add it to your Facebook timeline. Click Post to publish it to your network of friends.



OS X YOSEMITE

Mac apps

Get to grips with the amazing apps that come with Yosemite

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Browse the web with Safari

Take a tour of the essential features of your Mac's web browser

SKILL LEVEL
Anyone can do it

IT WILL TAKE
15 minutes

YOU'LL NEED
OS X 10.10; (optionally) an iCloud account

Safari does everything you'd expect of a web browser, but it's also tightly integrated with Apple's iCloud service and your Mac's trackpad or Magic Mouse. It doesn't matter that your Mac hasn't got a touchscreen – you can simply swipe horizontally with two fingers on a trackpad (or one finger on a Magic Mouse) to move between pages you've visited.

Once you've signed into social networks such as Facebook (see page 98) and Twitter, Safari's Share button makes it easy to post a link to a web page so your friends can also read it.

Safari's Share button makes it easy to post a link to a web page so you can share it

The browser's integration with iCloud enables you to pick up an iOS device or switch to another Mac and have access to all of your bookmarks, your browsing history, and web pages you've saved to read later – even when you're offline. It also keeps your website account details in sync between devices by saving them to a secure online keychain. Safari will even suggest a strong password when you create an account, which saves you wasting time trying to conjure one up.

So now let's take a closer look at the headline features in Safari that you'll quickly come to depend upon each day.

QUICK LOOK
ESSENTIAL TOOLS

The Sidebar
1 Click the Sidebar button near the left-hand end of the toolbar (or press ⌘+⇧+L) to browse bookmarks you've created, pages you've saved to read later, and links shared with you via some social networks.

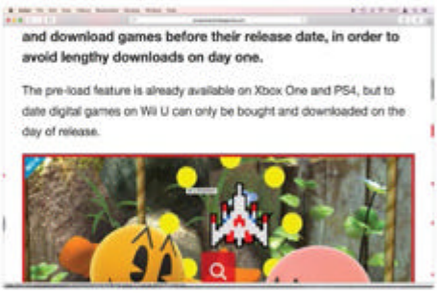
Favourites
2 Your favourites and most visited sites are only ever a click of the search field away. They also open when you open a new tab.

The Smart Search Field
3 Click here to enter a website address or something you want to search for. As you type, Safari suggests sites to visit and relevant pages from your bookmarks and browsing history.

Share a page
4 Use this to post a link to a page on a social network, email a link, bookmark the page, and subscribe to the current site's updates.



HOW TO | SURF FASTER WITH SAFARI



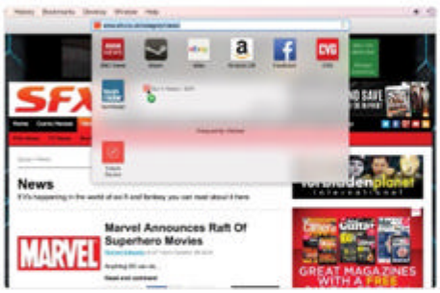
1 Take a closer look

To zoom into a web page, spread two fingers apart on a trackpad. Alternatively, double-tap with two fingers (one finger on a Magic Mouse) to zoom around the text or image that's currently under the pointer. Pinch or double-tap to zoom back out.



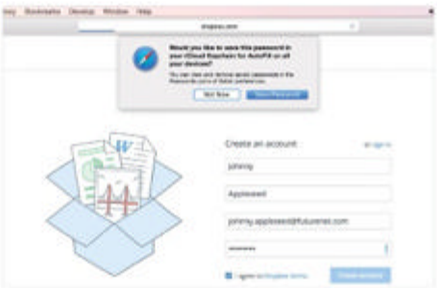
2 See all open pages

When zoomed all the way out of a page, pinch two fingers together to zoom out to an overview of all open pages or tabs. If there are many, Safari stacks them up by site. Start typing to search in page titles and reduce the number shown, or type a space to spread them all out.



3 Favourite sites

When viewing your favourite sites (see opposite), you can drag an icon from the Frequently Visited group into Favourites to ensure it sticks around. To add the current page to Favourites, click the site address and then drag the icon to its left down into that group.



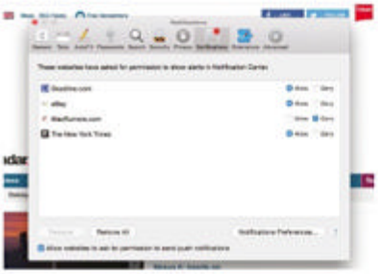
4 AutoFill passwords

Go to Safari > Preferences… and click AutoFill. If 'User names and passwords' is ticked, Safari offers to remember those details when you sign in to a website, and will fill them in for you in future. It can memorise other things, too, including card numbers – minus security codes.



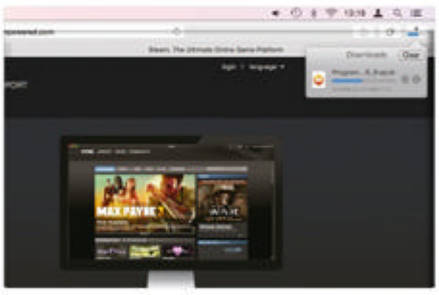
5 iCloud Keychain

After you sign into iCloud and set up its keychain feature (see page 72), website account and bank card details are kept in sync between your Macs and iOS devices. Safari will also begin to suggest strong passwords when you register with websites to save you coming up with them.



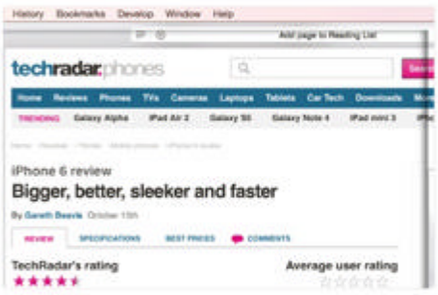
Notifications

As an alternative to receiving site updates in the sidebar, some sites ask if they can show them as notifications (see page 52). Manage these in Safari > Preferences.



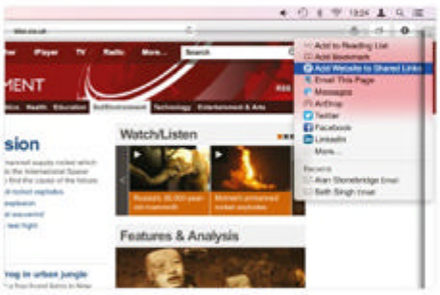
6 Monitor downloads

A button appears at the far right of Safari's toolbar when downloads are in progress – it isn't always visible at other times, though. Click it (or press ⌘+L) to check on progress. Sadly, you can't tear out this sheet to keep it at the side of the desktop as you do other stuff.



7 Add to Reading List

Move the pointer over the current page's address and click the + that appears to its left to add the page to Reading List. This feature saves the entire page so you can view it even when offline. The list's contents are accessible from a button on the toolbar, and the View menu.



8 Get updates from sites

The sidebar also shows bookmarks and Shared Links – posts from people you follow on Twitter and LinkedIn that contain website links. If 'Add Website to Shared Links' is listed when you click the Share button, you can see that site's updates in the sidebar without visiting it.

Advanced features of Safari

Learn how to find things online quickly and protect your privacy

Safari is packed with features that make your experience of browsing the web much better. From the Smart Search Field to Safari Reader to private browsing mode, everything is geared towards making your browsing faster and more enjoyable. In the following nine expert tips you'll discover exactly how to search smarter, read text on pages easily, sync tabs across devices, manage your privacy and security and more.

1 Spotlight suggestions

When you click the search field and type, Safari gets suggestions from your chosen search engine. It also lists matches from your favourites and bookmarks, plus Spotlight suggestions – news stories, Wikipedia articles, maps and contact details relevant to your keywords. It all adds up to a speedier search experience.

2 Quick Website Search

When you use a site's built-in search, Safari learns how the address of its search page is constructed. Next time, type the site's address followed by keywords in the Smart Search Field to get a shortcut that immediately submits your keywords and goes directly to search results.

3 Read pages easily

When you visit a page with lots of body text, a paragraph-like icon appears at the left of the search field. Click it for Safari Reader, which strips away extraneous content for a cleaner view of the body and images. Adjust the text size using the A characters at the top left.

4 iCloud Tabs

Click the Show All Tabs button in the toolbar, and look below the graphical previews of tabs open on your Mac. Here you'll find lists of tabs left open on your other Macs and iOS devices signed into the same iCloud account.

5 Private browsing

To create a window in which visited pages, searches and form data are not saved, go to File > New Private Window. Such windows are distinguished from normal ones by a dark search field. They remain separate if you choose Window > Merge All Windows.

6 Privacy options

In Safari's preferences, click Privacy. The first set of options determines whether sites save cookies – often used by advertisers, but also for other purposes. At the bottom, you can ask not to be tracked, but sites aren't actually obliged to honour this.

7 Cover your tracks

You can quickly cover your browsing tracks from the last hour, today, or today and yesterday by choosing History > Clear History and Website Data… and the relevant entry.

8 Manage website data

Also in Privacy preferences, click Details under 'Remove All Website Data…' to review what sites have saved on your Mac: cookies, plug-ins and other local data may be used for legitimate functionality, but you can come here and delete data for a site you no longer trust.

9 Manage plug-ins

Safari uses clever techniques to stop plug-ins sucking up resources and battery power. You can check plug-ins and manage each one's availability, to sites you've already visited and any others you may visit in future, at the foot of Safari > Preferences > Security.

QUICK LOOK
USEFUL TOOLS



Bookmarks

1 Move the pointer over the search field, then click and hold the + button to see your bookmark folders. Move over one, then let go to create a bookmark there. Go to Bookmarks > Edit Bookmarks to create and manage folders.

Top Sites

2 Top Sites is an older alternative to Favourites that shows previews of sites' latest content instead of icons. You can switch to it by creating a new tab and then clicking the button at the top right with a grid of dots on it.

Share menu extensions

3 Apps can add items to the Share menu so you can share to new social networks and online services. A badge appears next to 'More…' when new ones are available. Click this option to enable and reorder extensions.

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Master Mail's new tricks

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Anyone can do it

IT WILL TAKE
10 minutes

YOU'LL NEED
OS X 10.10

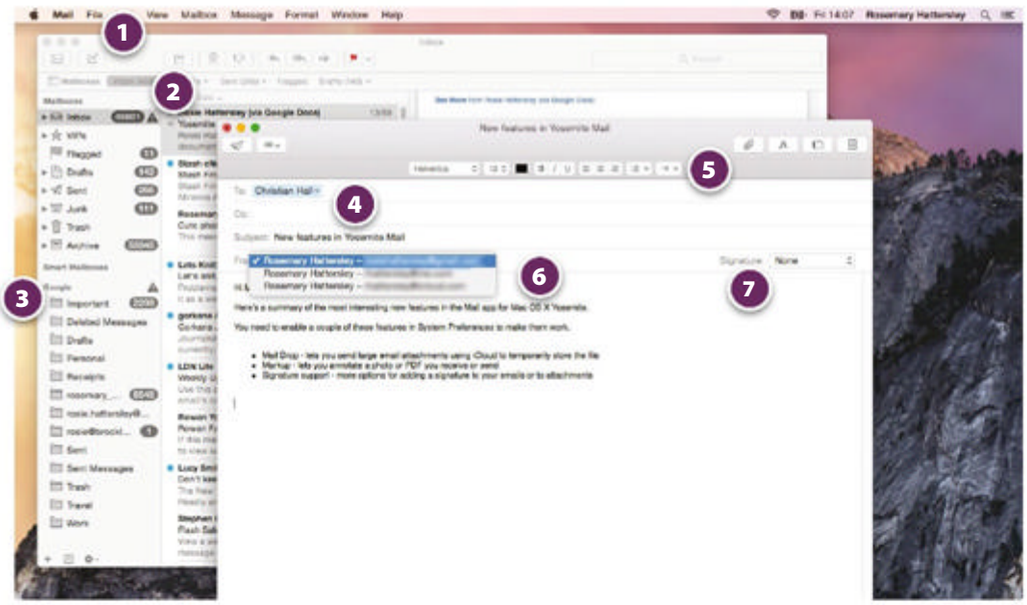
Apple's Mail app comes 'built-in' on all Macs and iOS devices, and can be used with any email account, not just iCloud or the older me.com email addresses. Until Yosemite, however, Mail was laudable more for its simplicity than its useful features. Nifty elements such as Spotlight search and email syncing were added in Mavericks (the previous version of OS X), but these hardly made Mail stand out above web mail options such as Gmail.

The version of Mail that comes with Yosemite is much more interesting. One standout feature is Mail Drop, which supports very large email attachments. This means you no longer have to upload a large video file or set of photos to an online storage service such as Dropbox or WeTransfer and then email friends a link to the files so that they can download them from the web. It's extremely handy!

Another potentially invaluable addition is Markup. This enables you to open a PDF document within Mail and then annotate it with comments or corrections. You can even send the updated version of the PDF back to the original sender – all without leaving Mail. A further option is to sign and return a document.

VISUAL GUIDE | THE MAIL INTERFACE

Behind the simplicity lies a number of useful options



Send and reply tools

1 To write a new email, click the pen and paper icon (top left). To reply to a message, click the message to view it, then click the left-pointing arrow. If there were several recipients, not just you, you can respond to everyone by clicking the double-arrow. This is the 'Reply to all' option.

Your inbox

2 When you open Mail it will display your default inbox with the newest messages at the top. You can see who has sent you each email and the message subject. A two-line preview of each message is also shown. To view a message in full, click its entry in the preview list (the second column). If you prefer, you can sort your inbox as an A-Z of senders, by topic or by attachment size. This is useful if your inbox gets full as you can easily identify large attachments and delete them.

Mailbox folders

3 You can add lots of email accounts to Mail and view all your messages from within it. Additional email account mailboxes are shown as folders. Labels to help you organise the current mailbox are shown directly beneath it. The coloured flags are useful for showing message importance (with categories for work, family, social, for example) or topic so you can quickly see what's important.

Composing emails

4 When writing an email, start typing the recipient's name in the To field in the new message window. If they're in your address book or Contacts list, Mail will complete the address for you. To add further recipients, type a comma and then the next person's name or email address. To copy others in on the correspondence, simply click in the CC address field and add names in the same way. Your email address will automatically be added in the From field.

Format your email

5 Mail can add useful formatting such as bullet points and indents to make your messages neater and clearer. To use any of these options, click the relevant icon in the formatting bar above the composition window. Mail will automatically create hyperlinks if you type in a web address or email address.

Send an email from another account

6 If you have multiple email addresses, you can specify which email address your message is sent from by clicking the options arrow next to your name in the sender field. Choose the email address you want to use. A tick will appear next to it.

Sign your messages

7 You can append a signature to your messages by clicking the Signature option at the right of the composition window and choosing a signature from those you've previously prepared with your contact details, or any other boilerplate text you've added. Click Edit Signatures to create a different signature. When your message is done, click the paper aeroplane icon (top left of the composition window) to send the message, and you should hear a swoosh sound indicating that it's being sent.

HOW TO | USE THE MAIL TOOLS IN YOSEMITE

1 Setting up Mail accounts

Open Mail and click Mail > New Account to set up a new account on your Mac. If you already have an email address, you can easily use this with Mail. If it's an iCloud, Gmail, Outlook.com, Yahoo or other web-based email account. All you should need to do is supply your email address and the password. Click Continue and Mail will check your login credentials. If you need to choose a domain server, type either SMTP or POP followed by the service name [for example, 'smtp.gmail.com'].

2 Custom email options

To set up an email address with your own domain name or through a Microsoft Exchange server, you'll need to know the name of the mail server. This is often the web domain prefixed by 'mail.' Ask your office IT expert if you don't have this information.

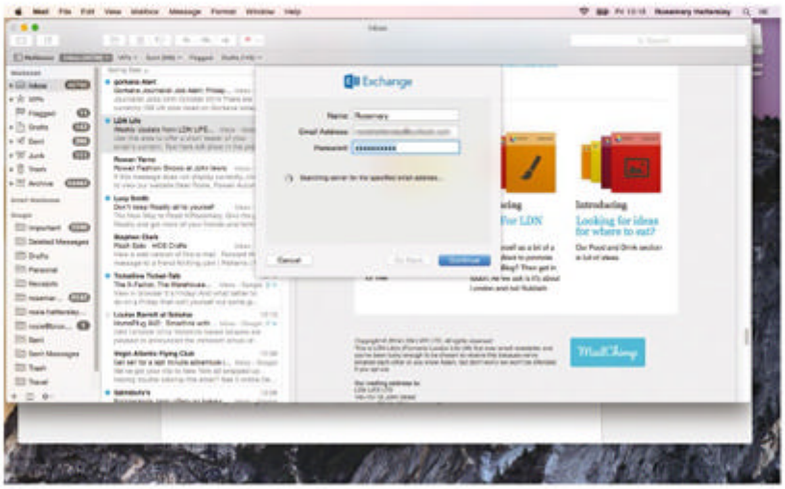
To add further email accounts to Mail, click Mail > Add Account and go through the setup process again. Once set up, messages from these email accounts will begin to stream into the relevant mailbox in Mail. Use the Mail > Preferences options to set how frequently Mail checks for new emails and whether messages are deleted once read.

3 Marking up attachments

In Yosemite you can annotate an attachment before you send it. First attach the photo by clicking the paperclip in the composition window and selecting the image to attach. Next, click Markup to the right of the photo embedded in the message. Editing tools now appear so you can add shapes, crop the image or add a caption to it. Use the handles that appear around the text to reposition it.

4 Sending large attachments

If you were already using Mail on your Mac, the new version will have been installed when you upgraded to Yosemite. For example, you'll now be able to send any attachments of up to 5GB directly from within Mail. To send a large attachment, compose the email as normal. If your message attachment is more than 1GB but less than 5GB, Mail will offer to send the message using Mail Drop. This uses iCloud for temporary storage. Your attachment will be stored in iCloud for 30 days. Your email recipient can retrieve it at any time within this period.



You can add new accounts to Mail at any time, so that messages from different services come to the same place.

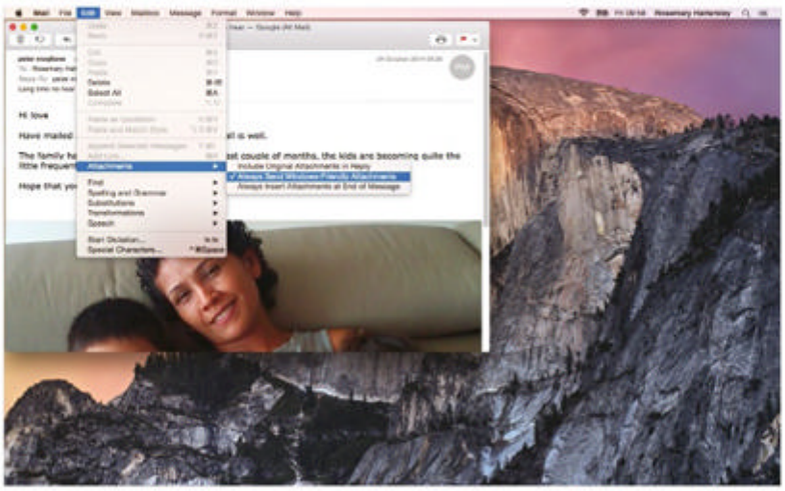
JARGON BUSTER

Enable tools: If you don't see a Markup option at the top right of a photo attached to a message, enable it by opening System Preferences > Extensions > Actions and ticking Markup. Close System Preferences and return to Mail.

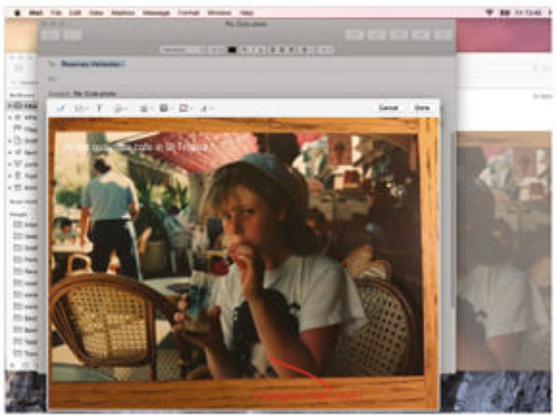
5 Adding a signature to a PDF

If someone sends you a document as a PDF that you need to sign and return, you can now do so from within Mail. First click Reply, then click the Markup option at the top right of the document. The Markup toolbar will appear. Click the signature icon. If you already have a signature set up, Mail will add it to your message. If you don't, you can either use your Mac's trackpad to record your signature, or write your signature on a blank piece of paper and use the Mac's camera to take a snapshot of it.

To send your duly signed PDF (or any PDF or image file you've amended using Markup), click the Reply button and then the paperclip icon to send it.



Mail makes it easy to send attachments, even very large ones, with a range of options to suit different recipients.



The powerful new Markup tool makes it easy to add notes and annotations to attachments, change the crop of the image, and much more, all within Mail.

Become an expert with Mail

Mail is more powerful than ever! Here's how to manage emails like a pro

Apple's excellent Mail app has been steadily improving with each iteration of OS X, and now with the release of Yosemite it has so many features hidden beneath its deceptively simple surface that you probably don't even know that some of them exist.

We've mentioned the brilliant new Markup feature, for example (see page 106) which enables you to add notes and annotations to image or PDF attachments within Mail. You can add standard shapes including lines, ovals and stars, or if you have a Multi-Touch trackpad you can draw freehand shapes with your finger, which are automatically converted to standard shapes.

With the Zoom feature, you can even enlarge a specific area of the image in order to call attention to it. And all this works not just with your own images you're adding: when you receive an attachment, you can simply select Re-Add Attachment and return it complete with your annotations. Everything has been added with you and your email needs in mind.

There are also some incredibly powerful automation tools in the Mail app. You can take complete control of your messages by creating Mailboxes, which work like folders and can be used to store messages relating to a specific subject. In addition, it's possible to automate your inbox with intelligent Smart Mailboxes and Rules, which can group messages for you according to various message properties such as the sender, or keywords in the subject or text. You can even use them to add highlights and other automatic edits to your email messages.

Even that's not all. You can assign unique alerts, sounds and pictures to messages from specific people or addresses. By combining unique alerts with Mail's VIP options, you can tell whether a new message is important or not without even looking at your inbox or any particular message (or even your Mac). With all that in mind, let's look at how to make use of some advanced features in Mail in Yosemite.

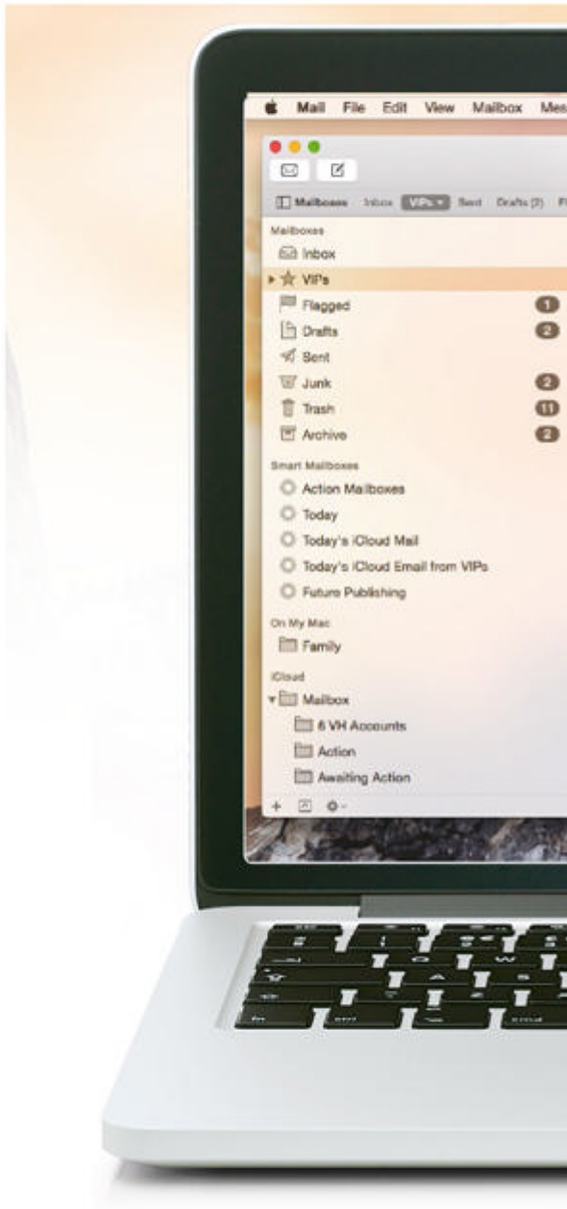
1 Create a signature

In Mail, click the Mail menu and choose Preferences. Click the Signatures tab. On the left you will see your email account (or accounts if you have more than one set up). To create a signature to be added to all messages, click All Signatures. It will appear in the pane on the right, and initially display your name and email address.



2 Customise a signature

Type whatever you want to add to your signature in the box. Naturally, you can also cut and paste text from another text app (such as TextEdit or Word) if you want a more complex signature. Tick the Always Match My Default Message Font box if you want the text to match the rest of your email (or leave unchecked if you want your signature to retain formatting).

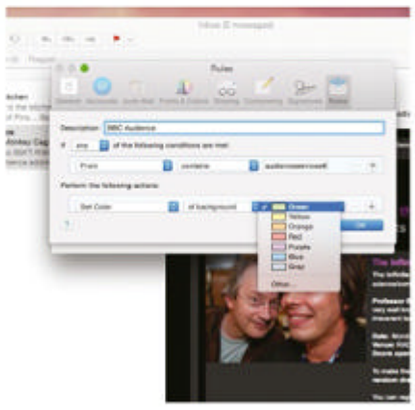


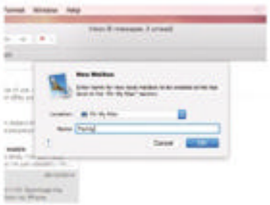
3 Assign signatures

In Mail its easy to create multiple signatures. You may want to use separate ones for work and personal mail accounts, for example. Use the + button to create them and then drag one from the second column to an account in the left to set it as the default for that account. When composing a mail, use the Signature drop-down menu to select one of the signatures you've created.

Using Rules

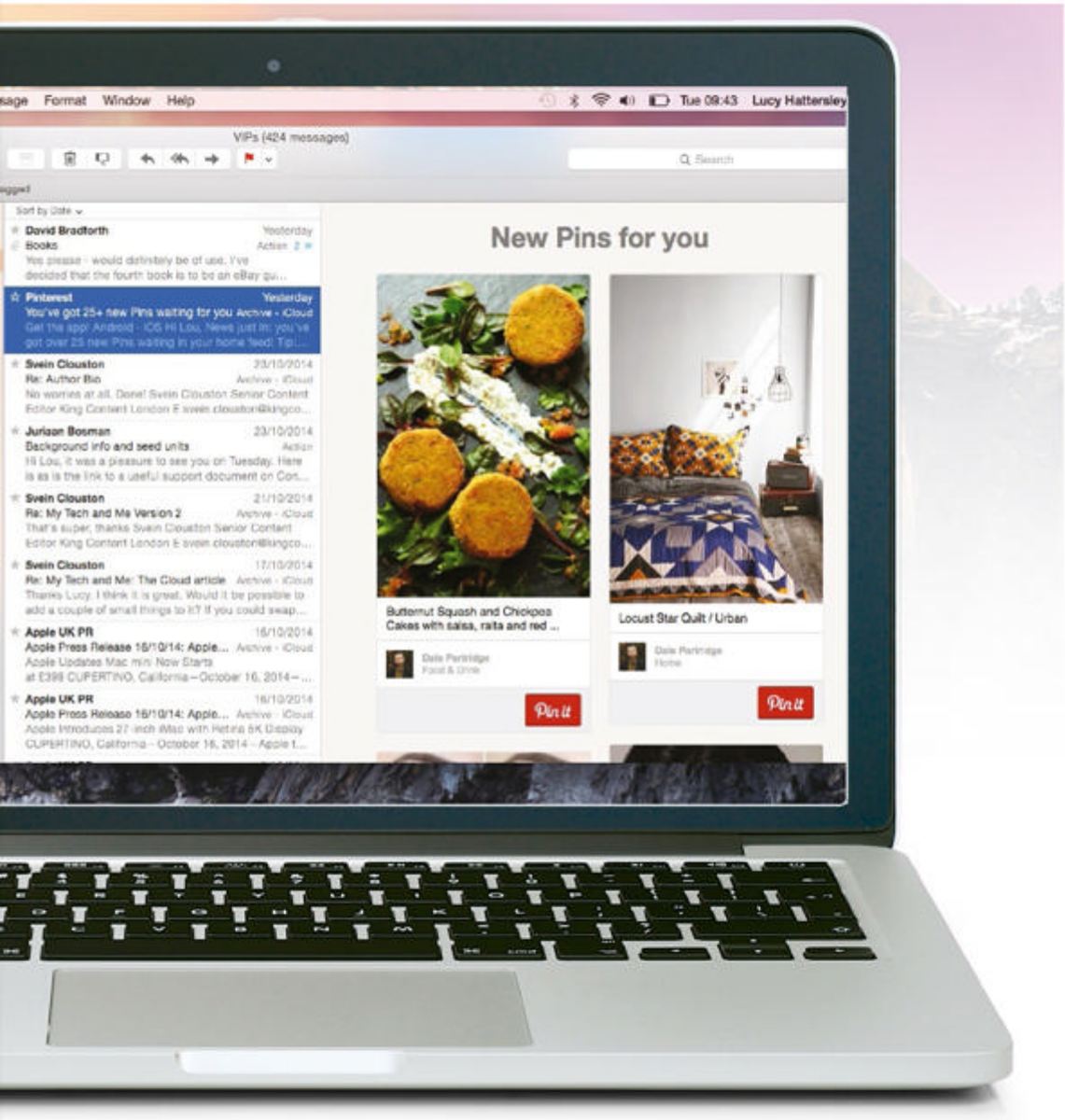
Rules are used to filter, highlight or move messages. Go to Mail > Preferences > Rules to view the rules (the preset 'News From Apple' highlights emails from Apple in green). Click Add Rule to create a new rule. It's a good idea to have a related email selected before you start creating the rule. Now simply configure your new rule: the first row identifies the type of email; the second dictates what is to be done with it. We changed Recipient to From, and Move Message to Set Color of Message. Click OK and Don't Apply (so it will apply to new messages, not old ones).

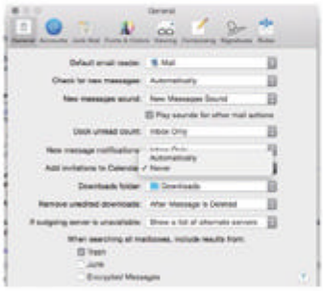




Create a mailbox

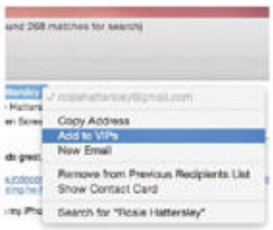
To store messages, you can create Mailboxes, which work like folders for files. Click Mailboxes in the sidebar, then choose Mailbox > New Mailbox from the menu. Enter a name for the Mailbox. You can store it On My Mac or on the Mail server (such as iCloud). Click OK to create the Mailbox.





6 Filter invitations

You can automatically add invitations to your calendar from Mail. Choose Mail > Preferences > General and set 'Add Invitations to Calendar' to Automatically. Now any invitations you receive in Mail will automatically appear in the Calendar app, and they'll be synced in turn across all your linked devices.



VIP Mail

VIP lets you mark certain people as important. Maybe you want to add your spouse, your boss or even your mother! Any messages from these people will then appear in a VIP list in the sidebar. Setting up a VIP is simple. Find an email from the person you want to turn into a VIP, then click on the downwards-facing arrow next to their name in the email and choose Add to VIPs. They'll now appear in the VIP section. Easy as V-I-P!

4 Adjust text in a message

When composing a mail, you can change the fonts as well as adjust the text colour and style. Click File > New Message and write some text. Now click the Show Format Bar icon (the A in the top right). Highlight some text and use the Format Bar options to style it up – but try not to go overboard (Comic Sans at 60pt in red isn't such a great idea when emailing your boss!).

5 Smart Mailboxes

Smart Mailboxes are a bit like Smart Folders in Finder (see page 40) in that they can filter your messages automatically. Smart Mailboxes display messages that match preset criteria (but the actual messages stay where they are). Click Mailbox > New Smart Mailbox, change Any Recipient to From, and enter a company name. Click OK and a new Smart Mailbox appears; it will display all emails from that company.

Make a date with Calendar

Discover the great new features in OS X's built-in calendar app

Organising your life in Calendar has never been easier, thanks to practical enhancements in the latest version. They make it easier to plan your schedule and to make sure you leave plenty of time to get to meetings.

You can create multiple calendars and assign each a different colour to help distinguish your commitments for the day, week or month ahead. Create additional calendars by choosing File > New Calendar, and assign colours by right-clicking a calendar in the sidebar and choosing Get Info. Calendars can be selectively hidden to show only what you need.

SKILL LEVEL
Anyone can do it

IT WILL TAKE
10 minutes

YOU'LL NEED
OS X 10.10

Click an event to see a summary of it. This doesn't overwhelm you with spaces for every possible detail that can be added. Places to enter information appear only when you click one of the rows to invite someone to an event, add notes or set an alert, after which they're shown in the panel for quick review.

Event summaries disappear when you click elsewhere on Calendar's window, but when you click and drag one it turns into a floating window. This lets you look at the fine details of several events, including travel time, to help organise your hectic schedule.

Calendar integrates with the Maps app: type a location name for an event and Calendar looks for matches in your contacts. Choose one to link it to the event. This displays a small map on the event's summary. Click this to go to the Maps app (see overleaf) to get directions and send them straight to your iPhone. Travel time can be added separately from an event's real starting time to help avoid scheduling conflicts, and to avoid the confusion that might arise if you were to simply set an earlier start time.

1 iCloud integration

If you've signed into iCloud on your Mac (see page 70), your calendars should all appear in the Calendars app automatically. To check it's set up, go to Calendar > Preferences > Accounts and see if your iCloud account is there. If not, click +, choose iCloud from the list of account types that appear, and enter your Apple ID and password. Switch to the General preferences tab and check that Default Calendar is set to one that belongs to your iCloud account. Now, whenever you add an event in Calendar, it will appear on any devices linked to your iCloud account, such as your iPhone.

2 Add new events

Click the + button, type a description of your event and when it is – say, 'Lunch with Sarah tomorrow at 1pm' – then press ↵. Calendar cleverly interprets natural language to create an event the next day at 1pm called 'Lunch with Sarah'. A pop-up appears in which you can review the details. Press ↵ to confirm them, or click the various parts of the panel to add a location, alerts and notes, to invite people and set repeating events.

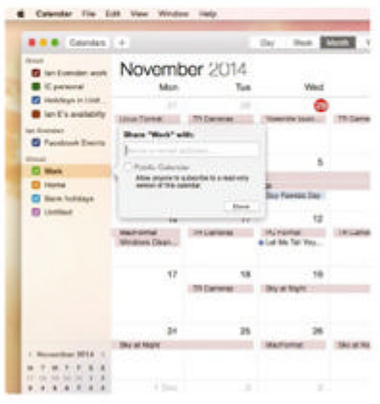


3 Alerts

Setting an alert ensures you never miss an appointment. You'll receive alerts through Notification Center. If you select Custom, you can choose between an email, on-screen message or sound, or open a file. You can choose how long in advance of the event you are reminded about it, or set the alert to occur at a precise date and time. Note that you can set multiple alerts for an event – so you can set one a week before an event, and another, say, just an hour before.

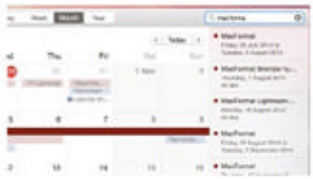
Share a calendar

If you'd like others to view or edit your calendar, go to Edit > Share Calendar…, simply enter the recipients' email addresses and click Done to send invitations. To stop sharing a calendar, click Edit > Stop Sharing. In the Edit menu there's also an option to Resend Sharing Invitations, in case people need reminders or have forgotten to respond. The Sharing Settings option (also available when you right-click a calendar in the sidebar) lets you make a calendar public to share it online, and gives you an address for people using compatible calendar apps.



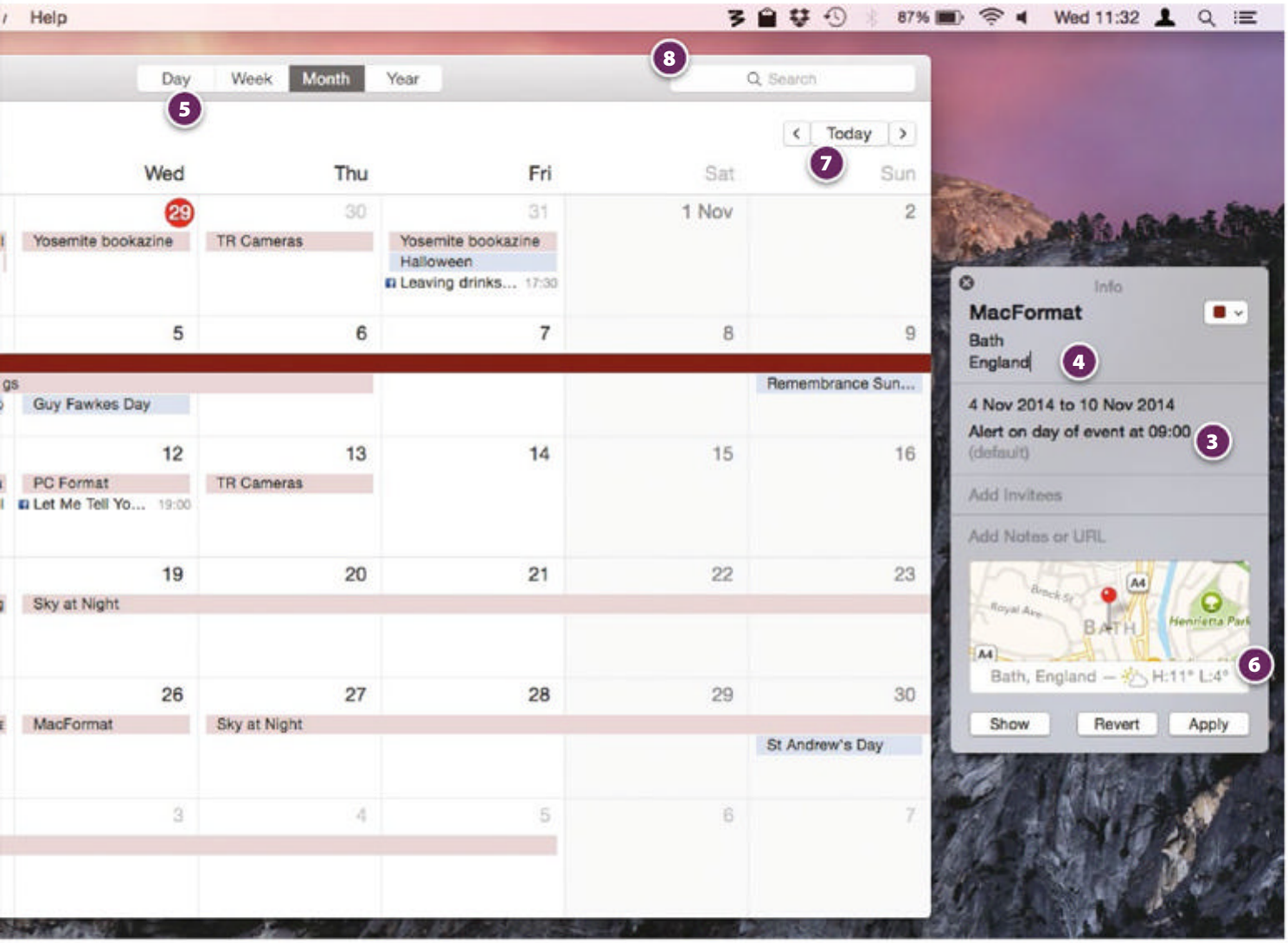
8 Searching

If you can't recall when an upcoming appointment is, type a relevant word into the search bar to see all matching events.



7 Browsing

Clicking Today at the top right of the calendar jumps straight to today, whichever view you're in. The left and right arrows take you to the next time period in the view you're in – the next day, week, month or year, or you can press ⌘+◀ or ⌘+▶. You can also go straight to a specific date by pressing ⌘+⇧+T, entering a date, then clicking Show.



4 Locations

Add a location to an event and the app offers suggested matches. So, if you type 'Pizza Express', nearby branches of that restaurant chain will appear. You can add extra detail to narrow the search. Suggestions can be ignored to store just your text, but if you choose one you'll see a map. Click it to open Maps (see page 112) for directions, and to send them straight to your iOS device.

5 Day view



Keeping on top of a busy day is easier than ever. Click Day, and you'll see a list of forthcoming appointments on the left. On the right is an hour-by-hour rundown of the day, showing what events you've got scheduled. The white space in between shows when you've got free time. On the left is a list of other events around the same day to help avoid overdoing things.

6 Weather

Just below the little map of an event, you'll see a brief weather forecast – this is really handy for realising you need to grab a brolly before you set off for your appointment.

Month view



The Month view scrolls continuously. As you scroll, clear markers appear in the first row of each month (see image), but when you stop scrolling they disappear, and whatever month dominates the window becomes listed at the top right of the window. Dates in the top row aren't necessarily in the 'main' month.

Get from A to B with Maps

Explore the world with colour maps, satellite photography and 3D

When you need to get somewhere, the Maps app gets your journey underway without you having to struggle with typing on your iPhone's smaller, on-screen keyboard.

1 Search for somewhere

Type an address in the search bar and then press ↵ to drop a pin there, or click and hold to drop a pin at the pointer's position. Click the ***i*** on a pin's label to see more about it. Point of interest badges in the Standard and Hybrid views work just like pins – click one for details.

2 Pin options

From the expanded panel you can report incorrect data, mark the location as a favourite, and share it using the top-right button. Click the search bar and then Favourites to access saved locations (and any stored in the Contacts app). Click Edit and then a location to rename it.

3 Plan a journey

Click the Directions button (top left of the window), or press ⌘+R, to open a sidebar where you'll detail the journey to make. Note that you don't have to work in a single window: you can go to File > New Window to work in another without losing your place in the first.

4 Set your starting point

The start of your route defaults to 'Current Location', but you can type over this to start elsewhere. The focus is automatically placed in the Start box when you reveal the sidebar, so type an address or a bookmark's name, then press ⇥ to move to the End box.

5 Set your destination

You can enter an address or a bookmark name as your destination, but you can also use keywords for a business to find. Try 'pizza' or 'curry' for example and wait a moment. Note that the suggestions given are nearby to where is visible on the map. Pressing ⌘+L will show your current location.

6 Method of travel

Below the End box are two buttons that determine the method of travel you'll use to reach your destination. Maps offers only driving and walking directions, but none for public transport. Choose one, then click in the End field and press ↵ to have Maps calculate a route.

7 Send to an iOS device

The map shows a suggested route and alternatives, each with estimated time. Click one to see its directions. Click the Share button to send them to an iOS device signed into the same iCloud account as your Mac.

8 On your iOS device

Your iPhone or iPad will show a notification that summarises the route. Swipe from left to right across it, unlock your device, and the route opens in iOS's Maps app. Tap the Start button and your device will show and speak directions throughout your journey.

9 Enlarge labels

If you find it difficult to read the names of streets and other places on the map, they can be made bigger by choosing View > Labels > Use Large Labels.

QUICK LOOK | NAVIGATE IN MAPS

Orienteering

1 Use the buttons at the bottom right to zoom in and out of the map, or move two fingers apart or together on a trackpad. While holding ⌥ swipe one finger vertically on a Magic Mouse (two on a trackpad) to adjust the vertical viewing angle. Hold ⌥ and swipe horizontally on a Magic Mouse, or twist with two fingers on a trackpad, to rotate the map. Clicking the compass aligns North to the top of the screen.

Different views

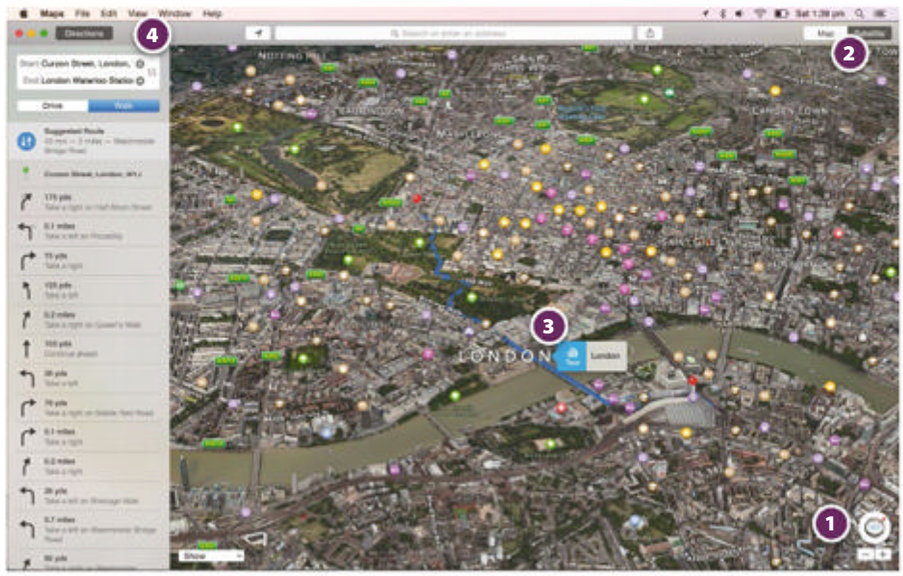
2 Map gives a clear view of the road network. Satellite view can make things harder to find, but it's great for exploring major cities.

City Tours

3 Click names of a major city such as London, then click the Tour button for a guide to that city's landmarks.

Directions

4 This button opens a sidebar in which you can request driving and walking directions.



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Using iCloud Drive

Keep your files in sync between your Macs and iOS devices

When you sign into an iCloud account in System Preferences, your Mac is able to sync data such as Safari bookmarks, calendars and reminders between your devices using the 5GB of storage space that Apple provides for free. That storage space can also be used to store your documents, so that you can work on a Pages file using your Mac, save it to iCloud and then pick it up on your iPhone or iPad. As you start saving documents and syncing files, it's likely that you'll need more storage – you can upgrade immediately by hitting the Manage button at the bottom of the iCloud dialog and then Buy More Storage. For just 79p per month, you can get an extra 20GB iCloud storage; for £2.99, 200GB; £6.99 will get you 500GB; and £14.99 will get you a massive 1TB. You don't need to upgrade your storage plan but if you're going to be using iCloud Drive a lot, it's definitely worth considering.

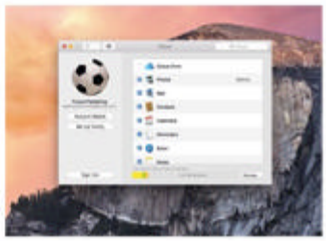
You can access your iCloud Drive storage by clicking this in the sidebar of a Finder window, or by pressing ⌘+⇧+I at any time – even when your Mac is offline (although the contents may then not be up-to-date).

iCloud Drive is a lot like having a USB flash drive or external hard disk for shuttling files back and forth as you move between computers, except that you don't need to worry about disconnecting and taking it with you at the end of the day. As long as your Mac has an internet connection, anything you save to iCloud Drive gets automatically uploaded and then synced to your other devices – it's incredibly convenient and useful.

What's more, you can even access the contents of your drive on any computer anywhere through a web browser – just sign in at icloud.com when you're away from your Apple devices. This pretty much means that your documents are with you wherever you go – and that's pretty cool. Bear in mind that if you do edit documents at icloud.com, you need to remember to upload the modified version, again using your browser. After you do that, iCloud takes over and syncs it back to your Mac and iOS devices.

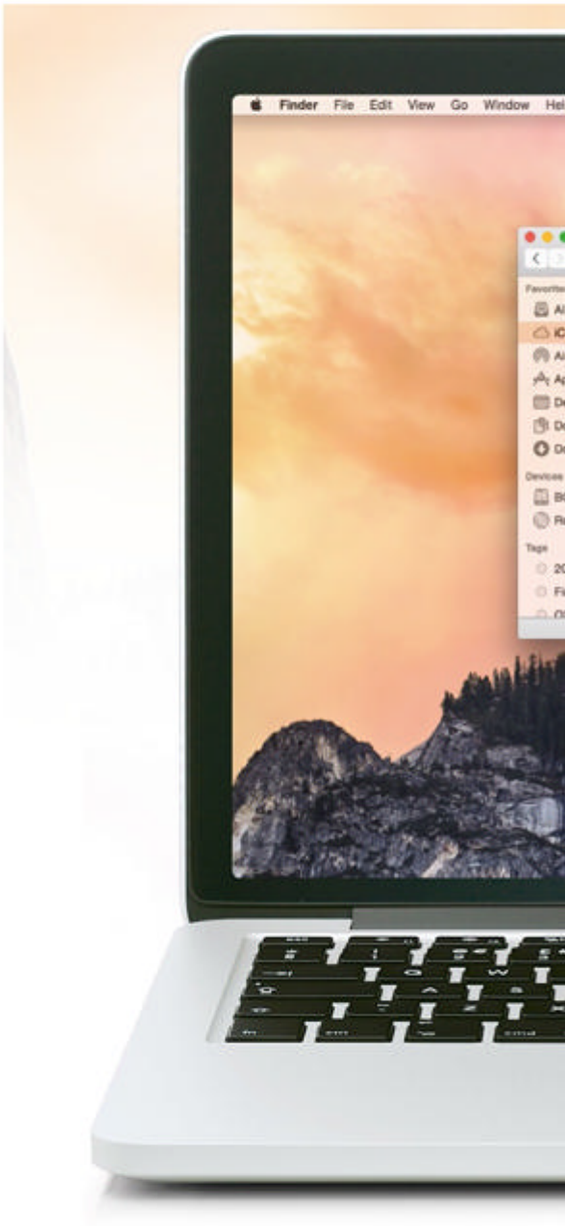
1 Enable iCloud Drive

Sign in to your iCloud account in System Preferences. iCloud Drive is listed at the top of the list of iCloud features. Tick the adjacent box. If you used its predecessor, Documents in the Cloud, to store things, you'll be asked whether to upgrade it to Drive. Be aware that devices that you can't upgrade to iOS 8 or Yosemite won't be able to sync with iCloud Drive.



2 Control your storage

With iCloud Drive turned on, click its Options button to see a list of apps that it works with. Your iCloud account provides 5GB of space for free, but as well as storage for these apps, it's also used for iOS device backups and your email accounts. Unticking a box here removes any folder an app has created at the top of Drive, but luckily it doesn't prevent you manually saving to Drive.



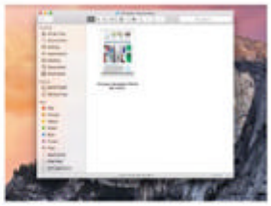
3 Tidy up storage

Click Manage at the bottom right of iCloud's preferences to see what's using your iCloud storage. Selecting an app reveals how much space its documents and data take up in iCloud, and a button to delete it all. This is fine for, say, a game you'll never play again, but risky with documents you've created. It's better to search Drive using the Finder.

iCloud Drive in sync

Syncing documents across iCloud Drive is undeniably easy – but you do need to be a little careful when saving your documents. The contents of iCloud Drive are automatically synchronised between all of your devices, but you need to make sure that the device from which you make changes to a file is online so that those changes propagate to the other devices. Otherwise, your changes won't appear on your other devices until you have a web connection. Bear this in mind when you're editing documents on the move.





Patience pays off

When you save a new or modified document, it takes a moment to upload to iCloud Drive. Browse to its location in Finder and a progress bar will be shown on its icon until it's synced to Drive. If you'll next work on this file on a different device, ensure this is gone before shutting down your Mac.



iCloud Drive works much like a removable drive, but files sync to it automatically and then to all your iOS 8 and OS X Yosemite devices.

4 Save a document

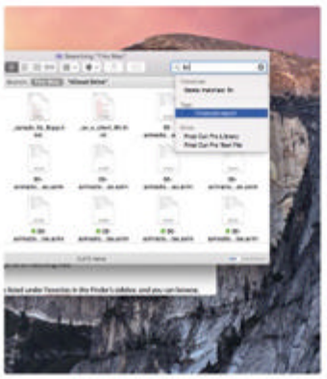
If 'Where' is currently set to a local folder, you'll see two iCloud Library items at the top of the dropdown that appears: one that saves to a folder named after the app you're using (this is how iCloud Drive's predecessor worked, but other apps are now able to save here), and one labelled iCloud Drive, which dumps the file loose at the top of Drive.

5 Save wherever, and whenever, you want

Click the triangle next to the filename to expand the dialog to a view similar to a Finder window. Now you can easily browse all of Drive's contents and save the file wherever you like, just as on an external drive directly attached to your Mac. Click New Folder to create whatever folder structure suits your workflow.

6 Search for files

Storing things in any way you want can make them hard to find later – it's always best to set up a folder structure for your documents as outlined in tip 5. However, if you've already saved files across iCloud Drive and are unsure where they are, it's not a problem. Go to Drive in Finder and type in the search bar (just as you would when searching for files locally on your Mac). In the bar's suggestions list, pick an attribute (in our case, a tag). Finder will show matches regardless of location and kind. Finally, set the options bar to look only in Drive. Simple.





Arrange files by their tags

After you've searched upon tags (see tip 4) click the Item Arrangement button in the dialog's toolbar and pick Tags. This changes the presentation of results so that matching files are visually broken up into groups by tag, which can help you to quickly sift through a large list of matching files.

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Much as you might expect, iBooks is Apple's alternative to Amazon's Kindle and other ebook readers. It's been available on iPad and iPhone for some time, and now features in Yosemite as a Mac app. Best of all, books that you've bought on your iOS device in the past can be re-downloaded to and read on your Mac as well. The iBook Store can be browsed on your Mac, and new books can be purchased and downloaded straight to it.

There's a broad range of books available in the store, and some contain much richer content than a continuous flow of text. Some iBooks are made exclusively for Apple's store to take advantage of interactive features – everything from audio and video content to textbook diagrams that magnify details when you click an annotation. The Children & Teens and Textbooks categories are particularly good places to find this kind of book.

Some iBooks are made exclusively for Apple's store to take advantage of interactive features

If you've purchased books in the PDF and ePub formats from other online book stores, they can easily be added to your iBooks library provided they're not copy-protected. Go to File > Add to Library… and locate the file for the book you want to add. Note that while PDFs can be added to your library, they will open in Preview (or whichever app you have assigned to open the file type), hence some features available in iBooks are not available for such publications.

QUICK LOOK
ORGANISE YOUR BOOKS

Page layout

1 Choose iBooks > Preferences for options that control how text is laid out. Bookmarks, highlights and collections can be synced between all your devices via iCloud.

Browse your library

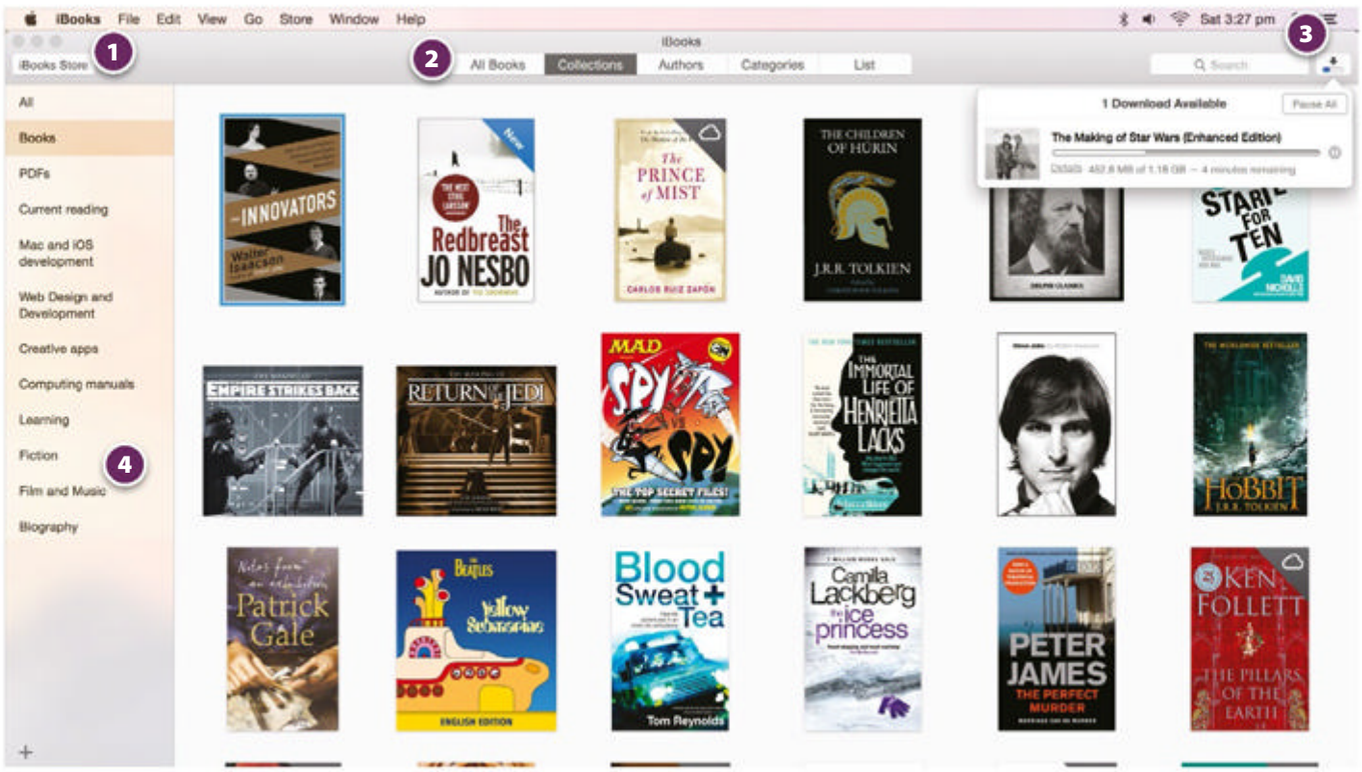
2 These buttons switch between ways to view your books. As your library grows, use the search bar at the right-hand side to find keywords in book titles and authors.

Downloads

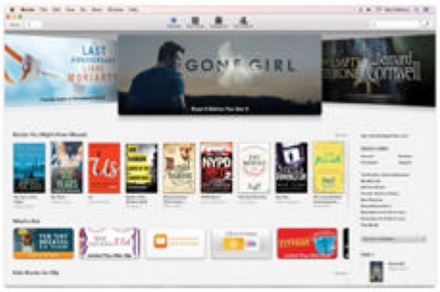
3 Interactive books which contain a lot of images can be huge – sometimes more than 1GB – and take ages to download. Click this button to monitor their progress.

Collections

4 Click the + sign (bottom left) to create a collection. Drag book covers onto its name in the left-hand pane or, in other views, right-click a book and select Add to Collection.



HOW TO | MAKE THE MOST OF iBOOKS



1 The iBooks Store

Click on iBooks Store (top left) to open the store. Manage your account under Quick Links on the right. Browse using the category buttons at the top, typing in the search bar, or clicking book covers. A free book is provided every week under Featured > What's Hot.



2 Download a sample

Click a book's cover to see a description of it, and a star rating compiled from other readers' feedback. Click Ratings and Reviews to read their thoughts in more detail. Click Get Sample beneath the cover to download an excerpt from the start of a book.



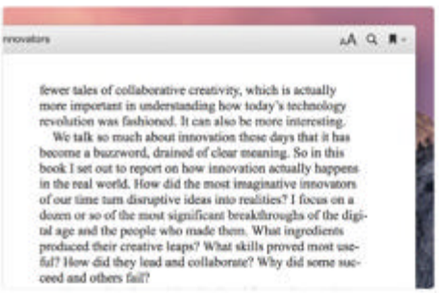
3 Buy a book later

Next to the Buy Book button is a down-pointing arrow. Click it to share a link to the book on social networks and by iMessage and email. The book can also be added to your wish list, which is accessible under Quick Links on the main store screen.



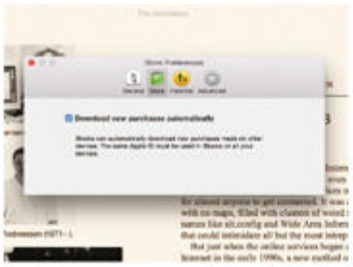
4 Read a book

Click the Library button at the top left to return to your own library. Double-click a book's cover in your library to open it. If you need to refer to several books at once – perhaps for research – press ⌘+L while reading one to open the library in a new window.



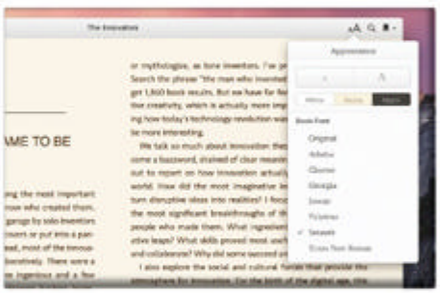
5 Fullscreen mode

Click the arrows icon at top right of a window to go fullscreen. Move the pointer to the screen's top edge to see the menu bar and a blue button that switches back. When reading in a window, ⌘+1 and ⌘+2 switch between viewing one or two pages at a time.



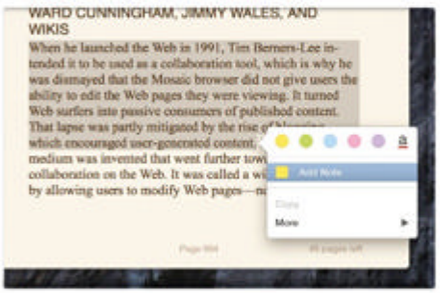
On all devices

Books can be bought on your Mac and sent straight to iOS devices. In the Settings app on iOS, go to iTunes & App Store > Automatic Downloads and enable Books.



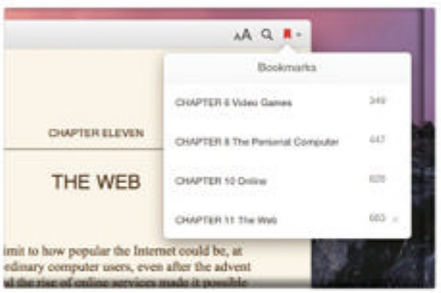
6 Text appearance

In the book's title bar, click the 'AA' icon (top right) to change how text looks. The font can be resized, changed for a range of alternative serif or sans serif typefaces, and set against a white, sepia or black background to make it much easier on your eyes.



7 Take notes

Select a range of text and a panel pops up, with which you can mark the text with a highlight colour and, optionally, add a note. Click the square notebook icon at the top left of the window to review your notes. Click the page number next to one to jump to it.



8 Add bookmarks

Click the bookmark icon at the top right of the window or press ⌘+D to create a bookmark. You can add as many as you want, making them a useful alternative to notes for marking longer passages. Click the arrow next to the bookmark icon to see all bookmarks.

Master the Notes app

Jot down your thoughts – and view them from anywhere

SKILL LEVEL
Anyone can do it

IT WILL TAKE
5 minutes

YOU'LL NEED
OS X 10.10

Pages or TextEdit is great when you want to create beautiful documents or hammer out long reams of text. But what if you just want to jot down your thoughts or make a quick list? This is where Yosemite's Notes app comes in: it's essentially a notepad on your Mac, but with some clever features that make it much more useful than its paper counterpart could hope to be.

Most importantly, it is able to sync seamlessly with the Notes app on your iPhone, iPod touch or iPad, which means you can have all your notes with you wherever you are – and any updates you make on one device will appear on all your kit.

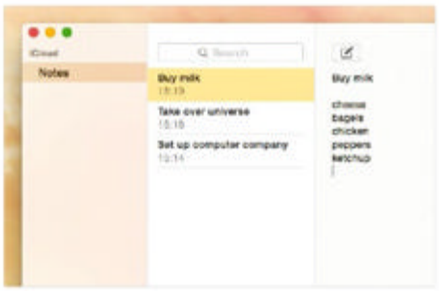
There are various ways you can sync your notes (via your Gmail or Yahoo Mail account, for example), but the easiest is to use iCloud. To set this up, click the menu on your Mac and select System Preferences. Click iCloud, sign in if necessary using your Apple ID, and make sure the tickbox next to Notes is ticked. On your iOS device, tap Settings > iCloud, and make sure the Notes switch is set to On. You'll be invited to create a free @icloud.com email address. Create your address, and verify that the Notes switch remains On in the iCloud settings on your iOS device.

HOW TO | MAKE THE MOST OF THE NOTES APP



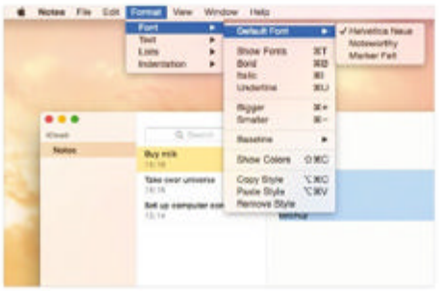
1 Your first note

Open Notes (in your Dock) for the first time and you'll see the yellow pad with the text cursor flashing, ready for you to start. As you type your note, you'll see the 'New Note' title in the Notes list automatically change to match the first line of the text.



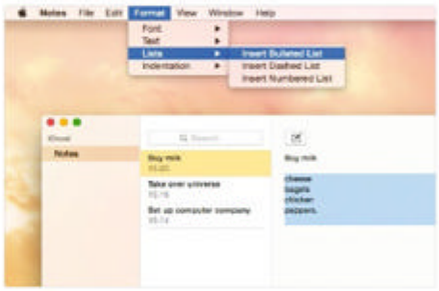
2 Create more notes

Obviously, you can keep adding notes to your notepad. Click the + button on the Notes window, and you'll see a fresh 'New Note' entry appear at the top of the list. Things are automatically saved so you can easily switch between notes without any problem.



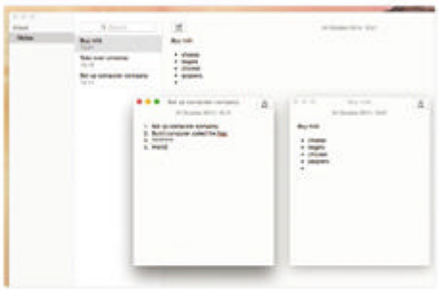
3 Jazz things up

You can easily change the style and size of any text you type in your notes simply by selecting it and then clicking the Format menu, followed by Font. You can embolden, italicise and enlarge it, or completely change the font that you use in your notes.



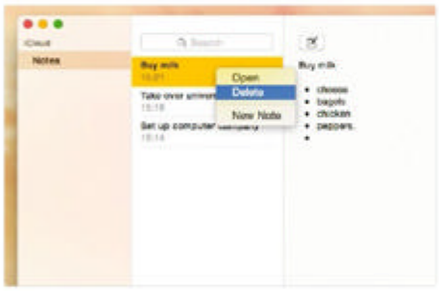
4 Lists

If you love to make lists of things, the Notes app in Yosemite has you covered. Go to Format > Lists to add bulleted, dashed or numbered lists to your notes. This will create the first entry. Press ↵ to create the next and so on. It's great for making to-do lists.



5 View multiple notes

Want to look at more than one note at a time? Double-click any note in the Notes list on the left to open it in a separate window. You can move it around by clicking and dragging its title, at the top of the note, just like you would any other window.



6 Deleting notes

To remove a note from your list, click the trashcan button at the bottom of the note, then click Delete Note. To delete multiple notes, ⌘-click to select the ones you want, then right-click and select Delete in the pop-up menu. Be aware, though, that they cannot be restored.

OS X Reminders

Never forget birthdays, meetings or the milk

SKILL LEVEL
Anyone can do it

IT WILL TAKE
5 minutes

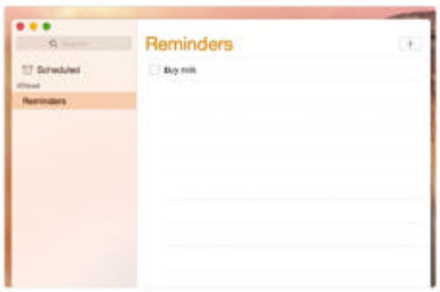
YOU'LL NEED
OS X 10.10

Are you one of those people who like to organise their life around to-do lists? If so, you'll be pleased to hear that Yosemite's Reminders app is here to help. Just as on the iPhone, iPad and iPod touch, Reminders makes it easy to create to-dos and synchronise them seamlessly with all your devices using iCloud – with any changes made on one appearing on all the others.

You get a default Reminders list to start things off, but it's easy to add new ones. You can also rename a list by right-clicking on its name, choosing Rename from the pop-up menu, typing a new name and finally pressing ↵.

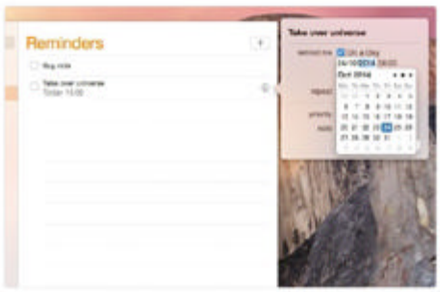
Reminders also enables you to set up categories of lists so you can get a quick overview of specific tasks such as birthdays and anniversaries. We'll show you how to add items to your Reminders list, set up and both time-based and location-based alerts, and sync them using iCloud. To set iCloud up, open the menu and go to System Preferences > iCloud. If you're not logged in, type in your Apple ID and click Sign In > Next > Allow. Once that's done, check that Calendars and Reminders is ticked. Next, sign in with the same Apple ID on any iOS devices you use by going to Settings > iCloud.

HOW TO | SET UP AND USE REMINDERS



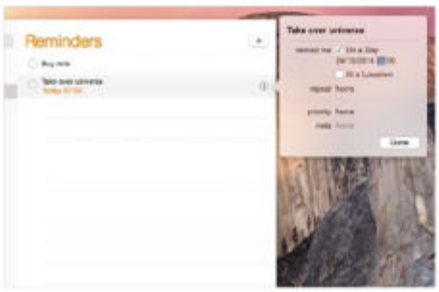
1 Create a reminder

Open Reminders and click the + symbol (top right). Type the name of the reminder and press ↵. This creates a simple 'to do' without a due date, time or location. To mark it as done, click the box to the left of the reminder and it will go into your Completed items.



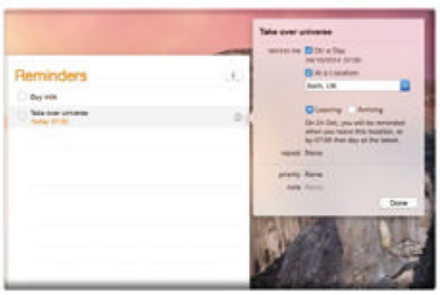
2 Timed reminders

Repeat step one, but this time hover the mouse pointer over the 'to do' you've created. Click the ***i*** that appears. In the box that pops up, click On A Day, then click the date to make a mini calendar appear. Now simply choose the date to be alerted about your reminder.



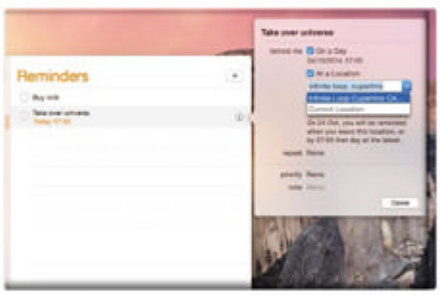
3 Choose your time

Click the date you want to be reminded about. Now click the hour to highlight it, then type in when you want the alert to appear. Do the same for the minutes, and finally click Done. Your reminder is now set and an alert will pop up on all your Apple devices.



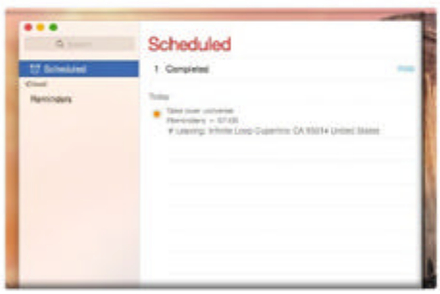
4 Location aware

You can make reminders appear when you're in a certain place – handy if you're syncing your Reminders to an iPad or iPhone. To do this, create a reminder, click the ***i*** as in step 2 and tick 'At a location'. You'll need to have Location Services switched on.



5 Pick your place

Type the location in – an address from your Contacts, a postcode or the full address – and then hit ↵. Pick the location you want from the list that appears, then choose whether you want to be reminded when you arrive at that location or when you leave it.



6 Completed reminders

When you click the box next to a reminder, it's marked as 'Completed' and will be moved to your Completed list. You can click on this to check on your completed tasks. Click to untick the reminder and it will be back on your reminders list. Reminders also appear in iCloud.

Get to know iTunes 12

Find your way around the hub of your music and media library

SKILL LEVEL
Anyone can do it

IT WILL TAKE
20 minutes

YOU'LL NEED
OS X 10.10, iTunes 12; an Apple ID; optionally a CD drive

When it comes to organising your music, movies, TV shows and other media, iTunes provides an easy way to build up your collection, and powerful features to help decide what music you hear. You can manually build playlists, but iTunes also enables you to specify a few criteria – say, tracks from the '90s that you've rated four or five stars – and it'll pick out matching tracks in an instant, even from a library that contains thousands of items, to save you the bother of doing it yourself.

Audio CDs can be imported into your library so you don't have to reach for a disc to play it

You can buy from the iTunes Store from within iTunes. There's a free 'Single of the Week' on the store's front page, but to buy other things you'll need to add a payment method – such as your bank card or funds from an iTunes gift card, available in many supermarkets.

Audio CDs can be imported into your library so you don't have to reach for a disc to play an album. With many recent Macs, you'll need to add an inexpensive external CD drive (generally less than £30).

iTunes is also how you copy music and other media from your library to an iPod or other iOS device, so you can enjoy it even when you're away from your Mac. Here's how to get around in iTunes and find its essential features.

QUICK LOOK
iTUNES' LAYOUT

Kinds of media

1 Choose the kind of media you want to view. CDs, iPods and other iOS devices appear here when connected. Click the ellipsis (. . .) for more types, then click Edit to set what's shown here by default.

Different views

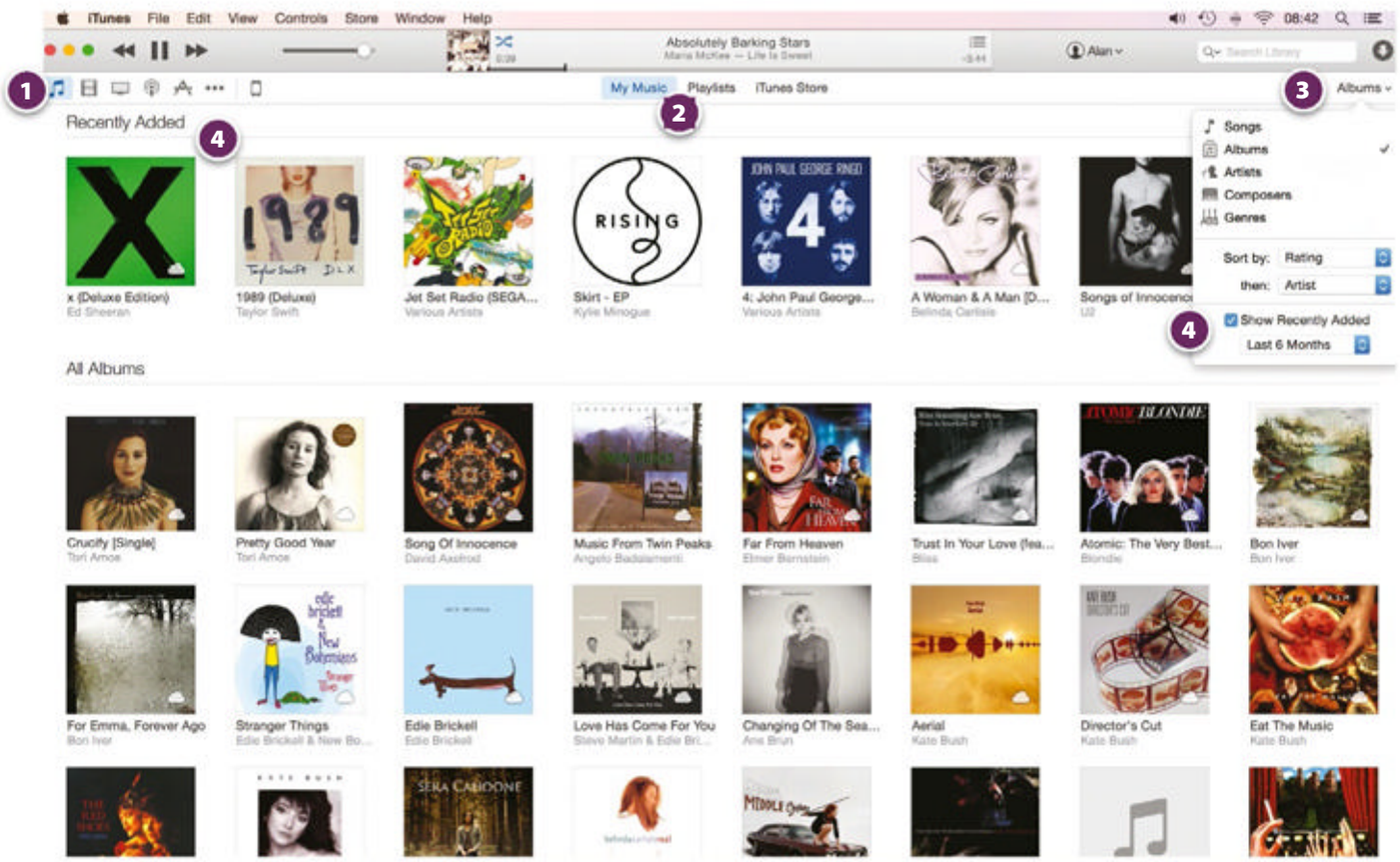
2 Choose the way in which the chosen media kind is presented. Each one includes a link to browse more of its type in the iTunes Store.

Reorganise

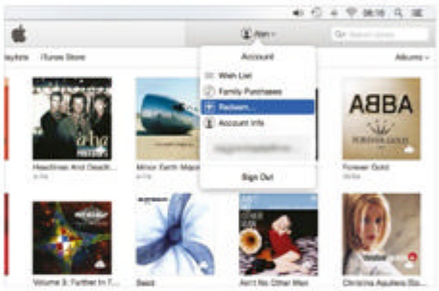
3 Change how what you're viewing is sorted, such as by artist or year for music – options vary between media, and some add an alphabetical index on the left-hand side.

Recent media

4 Some views show this shortcut to save you searching for newly added media. Use the drop-down or View > Recently Added to set how far back its list goes.



HOW TO | USE iTUNES' ESSENTIAL FEATURES



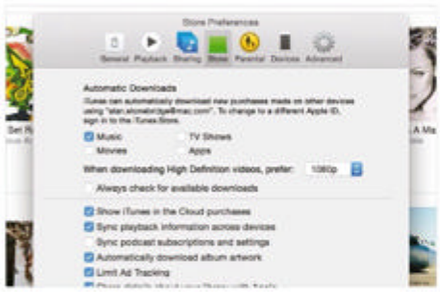
1 Buy a track or album

Ensure you've signed into the iTunes Store: click Sign In (left of the search bar) and provide your Apple ID details. With a bank card or credit from an iTunes gift card added to your account, find an item you want, click its price and enter your ID's password to buy it.



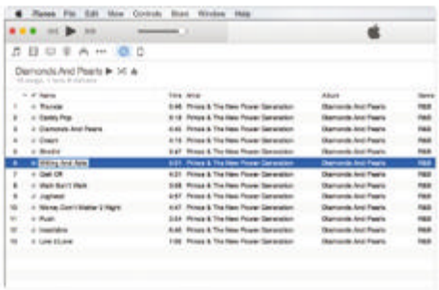
2 Monitor downloads

Small items such as music will download quickly, but video can take a while. Click the button that appears to the right of the search bar to monitor progress, to pause downloads, and to drag items up and down in the queue to change the order in which they're downloaded.



3 Automatic downloads

Go to iTunes > Preferences and click Store in the new window to choose which of the media that you purchase on, say, your iPhone is automatically downloaded to your Mac. In iOS, use Settings > iTunes & App Store to make those choices about purchases made on your Mac.



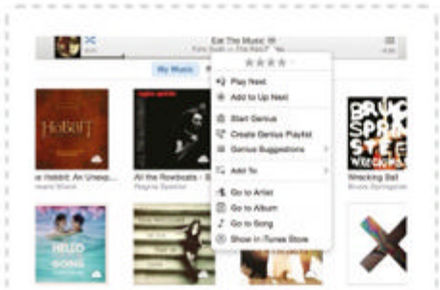
4 Set up CD import

Insert an audio CD in your Mac's internal or external CD drive and iTunes will look up track names online. If they can't be found, or you want to make changes, click once on a row to select it, and again on a detail to edit it – or right-click and choose Get Info to edit all details.



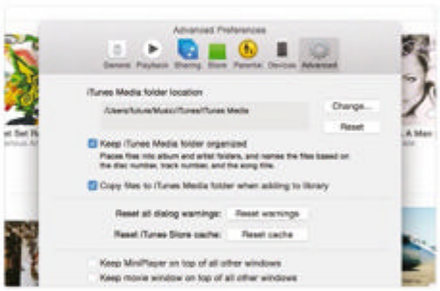
5 Import a CD

If the CD's details weren't found online, click Options and submit yours to save others time if they import the same disc. Click Import CD and choose a format and quality – AAC and iTunes Plus are the same quality as tracks from the iTunes Store. Click OK to import the CD.



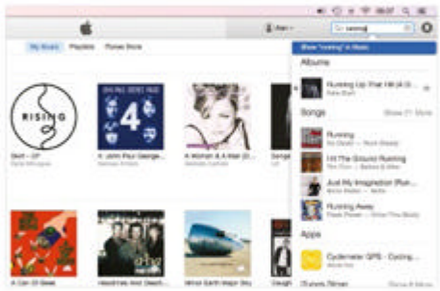
Rate songs

Move the pointer over a track, then click one of the five dots to its right to rate it. To rate what's currently playing, roll over its name at the top of iTunes and click the ellipsis.



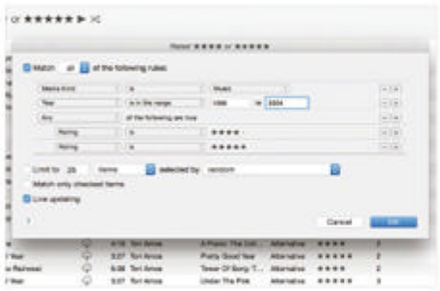
6 Other digital music

AAC and MP3 files from other stores with no copy protection can be imported by dragging and dropping them onto the iTunes icon in the Dock. They'll be copied to your library folder, provided the respective box is ticked in iTunes > Preferences > Advanced.



7 Search your library

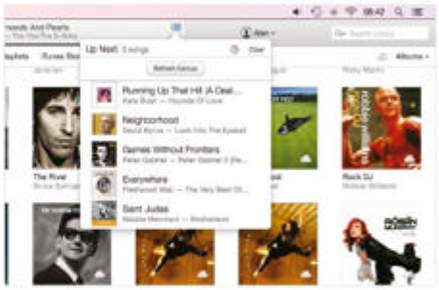
Click and type in the search bar to find things in your library. Results are listed by kind. Click one to view it, or double-click to play it. Click the magnifying glass and untick Search Entire Library; only results of your chosen format then appear in the main window as you type.



8 Make a playlist

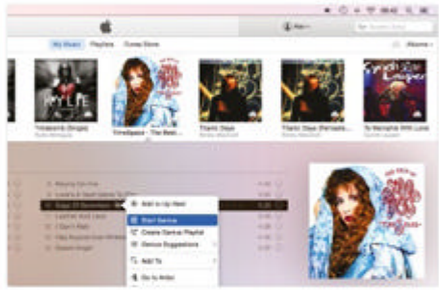
Choose File > New > Playlist to create a playlist. Right-click a track and choose Add to Playlist, or drag it and then drop it onto a playlist in the panel that slides in. The contents of Smart Playlists are generated when you specify criteria to match, such as a range of years and ratings.

HOW TO | GET MORE OUT OF iTUNES



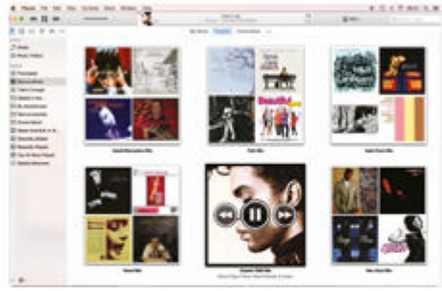
1 Choose what plays next

To see what's up next, click the icon at the right of the playback monitor. To add a track, right-click it and select Add to Up Next. Or, drag and drop a track or several onto the playback monitor to add them to Up Next.



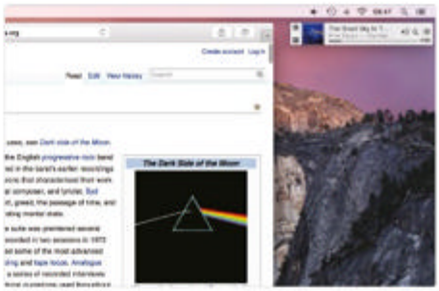
2 Genius Playlists

Choose Store > Turn On Genius to send details of your listening habits to Apple. It uses details from millions of people to create Genius Playlists. After data is received from Apple, right-click a track and choose Start Genius to listen to tracks thought to go well together.



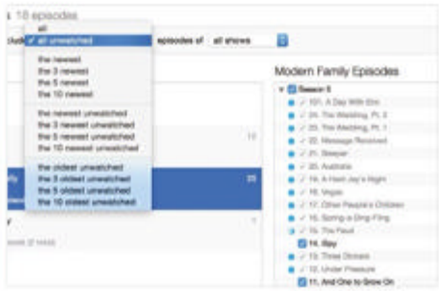
3 Genius Mixes

Genius data is also used to create genre-themed mixes. Select the Playlists view, and choose Genius Mixes. Move the pointer over a mix and double-click to play it. Click a mix's name once, and then again to rename it. Right-click a mix for an option to remove it.



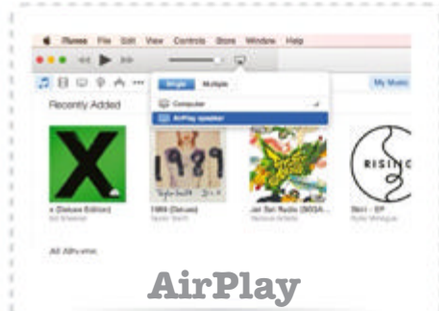
4 The MiniPlayer

Click the current track's artwork in the playback monitor to switch from the large window to the MiniPlayer, which fits neatly at the side or corner of the desktop. Search for artists, albums and songs by pressing ⌘+F and typing, and add things to Up Next by clicking the + at their left side.

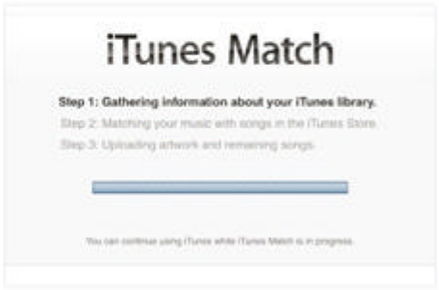


5 Copy media to your device

Connect your iPod or iOS device and click its icon in iTunes. In the sidebar this reveals, click a category and choose what to copy. Click the Apply button, then Sync. Or, under Summary, choose to manually manage media, then drag items and drop them onto your device.

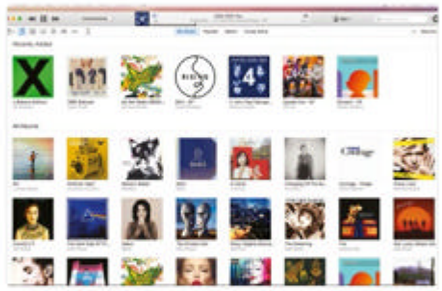


iTunes can stream music to one or more speakers using AirPlay. With such a speaker on your network, click the AirPlay icon that appears to the right of iTunes' playback controls to choose which speakers in your home the music is played on.



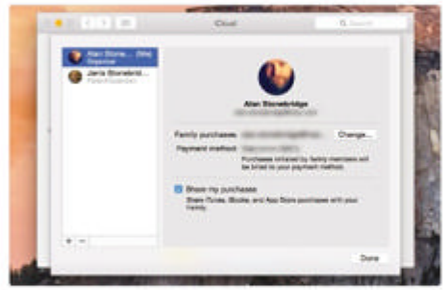
6 iTunes Match

For a subscription, this matches music in your library, even tracks you added yourself, with items in the iTunes Store to make them available on all your devices. If a track can't be found in the store, then your original will be shared. Choose Store > Turn On iTunes Match.



7 Home Sharing

Home Sharing enables media from your library to be streamed to up to four more Macs and iOS devices over your network. On a Mac, choose File > Home Sharing > Turn On… and enter your Apple ID. In iOS, go to Settings > Music and enter the same details at the bottom.



8 Family Sharing

This groups up to six Apple IDs to share a payment method and each other's purchases. The family organiser can also approve a child's purchase requests. From a Mac signed into the iCloud account that will be the organiser, go to System Preferences > iCloud > Set Up Family.

Get the best out of iPhoto

Discover how to organise, edit and share your images with ease

Apple's free iPhoto is a great imaging app that comes with your Mac's OS. It enables you to organise, edit and share your photos, and with Yosemite OS X installed you can download the very latest iPhoto 9.6 app and take advantage of the following features…

1 Find images fast

You can avoid spending hours looking for long-lost photos hidden away on your Mac as iPhoto offers three simple ways to find your images: using Faces, Places and Events. With OS X Yosemite and 64-bit support and other optimisations, you'll find everything launches, imports and scrolls quicker.

2 Sort and organise

You can tag a name to your photos, then iPhoto's clever Faces will automatically flag up other images that may include the same person. You can also sync Faces to the Photos app on your iPad and iPhone, if you want to get really organised. You can also sort and search photos by location using Places and the Apple Maps app. Plus Events enables you to group photos by the parties and gathering you were taking photos at.

3 Easy editing

You don't need to be a Photoshop expert to give your images a boost. With iPhoto you have simple and accessible options to improve images under the Quick Fixes tab. From here you can adjust exposures, remove red-eye from portrait shots, retouch blemishes, and straighten and crop shots.

4 One-click enhancing

The iPhoto Enhance feature is good if you're in a rush and want a one-click fix. Using this option will attempt to improve the lighting and colour saturation automatically. You can also use Effects to convert photos to black and white, add a vignette, and blur the edges to give your photos that cool, contemporary look.

5 Share online

From the comfort of iPhoto, you can share your photos wherever and however you like. Make themed emails, send photos via Messages, and also create exciting slideshows with professionally looking design, animated themes as well add your own music choices to suit your shots!



iPhoto isn't just a great way to manage your photos – you can also edit and share them.



6 Facebook integration

You can quickly post photos to your Facebook page or to a Facebook photo album, and add comments to your photos or comment on your friends' photos, all from within iPhoto. You can also share on Twitter and Flickr in no time at all.

7 Store and Share

By utilising iCloud Photo Library, every photo you take on your iPhone or iPad is instantly stored – and instantly accessible from your Apple devices and Mac computer or laptop. iPhoto also works with iCloud, so the photos you take on your iPhone and iPad automatically appear in iPhoto when using My Photo Stream, and you can share selected photos and videos with family and friends quickly and easily using iCloud Photo Sharing.

8 Print to perfection

Don't just store and ignore images on your Apple devices and Mac, click Share and you can quickly create calendars, cards, prints and photobooks. To make your own photobook, simply select a group of photos (such as an Event) and automatically flow pictures into your chosen theme, plus change book type, size and colours, as well as adapt page layouts to display your photos at their best.

More apps for your Mac

Get to know the rest of the bundled apps that come with your Mac

SKILL LEVEL
Anyone can do it

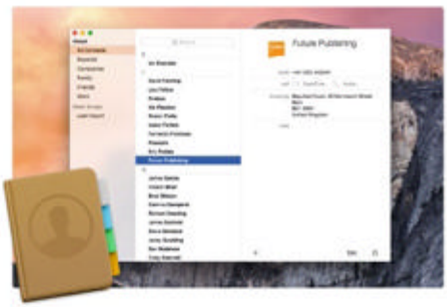
IT WILL TAKE
15 minutes

YOU'LL NEED
OS X 10.10

Your Mac comes with a host of apps installed and ready to use. There are apps for browsing the web, reading your emails, opening PDFs, and more – find out more at www.apple.com/uk/osx/apps. We've already looked at some of the more utility-style apps you'll use now and then, but there are also plenty of more general-purpose ones.

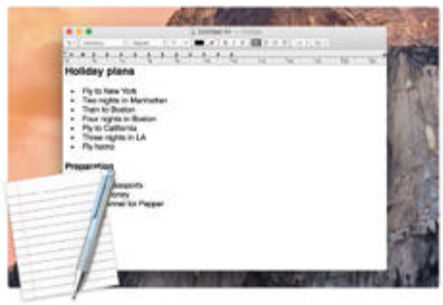
For instance, the Calculator app is capable not only of simple arithmetic but also of complex logarithmic calculations and logical operations – select Scientific or Programmer modes in the app's View menu. It also supports Reverse Polish Notation, can convert a variety of units of measurement, and can save and print a 'Paper Tape' record of your calculations. The Chess app enables you to play against your Mac or another person. The DVD Player app does just what it says, while QuickTime enables you to enjoy media in a range of formats. Image Capture isn't for capturing an image of your screen; it's for importing images from a digital camera, iPhone or scanner. Stickies enables you to add reminders and notes on your Desktop.

HANDY APPS | ALSO INCLUDED WITH OS X



1 Contacts

Store contacts' details here, including postal addresses, phone numbers and emails. When you need to send a message in Mail, start typing the person's name and the email address will be pulled from your contacts. You can group contacts together, such as colleagues or family.



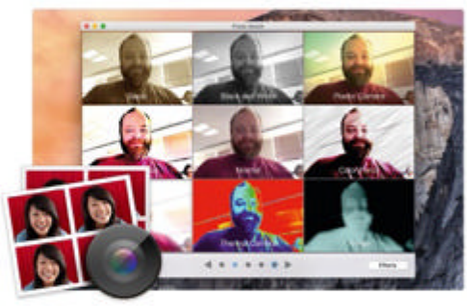
2 TextEdit

It might not offer as much as Apple Pages or Microsoft Word, but TextEdit is super-quick and enables you to save work in various formats, including Word's DOC and DOCX. TextEdit opens files in a variety of formats too, so you can work with RTF, TXT, DOC, DOCX, etc.



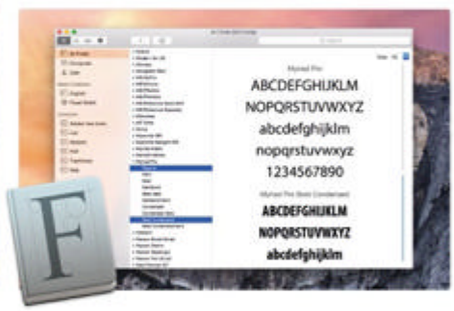
3 Game Center

Many games from the App Store connect with Game Center. Sign in to the app with your Apple ID to connect with friends to compare your achievements in games, to challenge each other, and to know when someone is waiting for your next move in a turn-based game.



4 Photo Booth

It's not likely to be the most used of your apps, but Photo Booth can be a lot of fun. As the name implies, it enables you to take a photo, or capture a video clip, and apply various effects, ranging from relatively subtle to downright daft. Great for messing about with friends.



5 Font Book

If you don't use your Mac for design or DTP, you might never open Font Book. For anyone who deals with fonts, though, it's a great tool for installing/removing, previewing, printing and organising font families. It will also check font files to ensure they're not corrupted.



6 Dictionary

The dictionary built into OS X is particularly comprehensive. It has support for multiple dictionaries, integration with Wikipedia, gesture support and multiple word views. If you use a trackpad, you can look up a word within a document by tapping on it with three fingers.

Using the App Store

Want to install more software? Take a trip to the App Store

Want some new software? Your most obvious source is the App Store: select it from the menu or click on its icon in the Dock or Applications folder. Most of Apple's own apps, including the iWork suite (Pages, Keynote and Numbers), are available for instant download here. Other popular apps, including Microsoft Office for Mac, need to be sourced from elsewhere –sometimes as a download from their publisher's own online store, although some still come on a DVD. Open the App Store though and you'll see a huge selection of apps for your perusal. Let's take a look at how to get started.

1 Sign in…

To get started, click Sign In under Quick Links on the right-hand side. If you already have an Apple ID type in your details and click the Sign In button. Otherwise, click Create an Apple ID and follow the steps.

2 Top free apps

Once you've signed in, you can browse the charts or a particular category, or search for something specific in the top bar. Although you have to pay for most of the apps available in the App Store, there are plenty that are available at low cost or for free. The App Store has a handy chart showing the top free apps available on the store. Look at the right-hand column as you scroll down the Featured page to find it. While many of these apps are genuinely free, others include In-App Purchases (IAPs).

3 Find out more…

You can find out more about any app in the App Store by clicking its name. Every app's page includes a selection of screenshots, and you may find that other people have posted reviews about their experiences with an app.

4 Download and install

To download an app, simply click the button marked with a price or the word 'Free' (depending on whether it's paid for or free). It will change to 'Buy App' or 'Install App'; click again and enter your Apple ID's password as confirmation. Paid-for apps will be charged to the payment method associated with your Apple ID. The app will download directly to your Applications folder, and you can monitor its progress by opening Launchpad or by moving the pointer over Launchpad's icon in the Dock.

6 Buy once, use anywhere!

Apps you download get linked to your Apple ID and can be used on any Macs you own, or control, for personal use. So if you've bought something on your iMac and want a copy on your MacBook, sign into the Mac App Store on the latter and click Purchased, then click the Install button to the right of the app's name. It won't cost any extra! The ability to download apps you've bought at any time is handy for another reason: if you find your Mac is running low on storage space, you can delete an App Store purchase to free some space, safe in the knowledge that you can download it again later.

7 Keep apps up-to-date

Keeping your App Store apps up-to-date is extremely easy. Go to System Preferences > App Store and tick the relevant options to automatically update them to their latest versions. You can also choose to automatically download apps purchased on other Macs.

VISUAL GUIDE
THE MAC APP STORE

Current featured apps

1 Featured apps and special promotions are displayed here.

New & Noteworthy

2 Newly released apps from across all the categories are shown here.

Quick Links

3 Use these to sign in, maintain your account details, and redeem App Store gift cards if you don't want to register a bank card as your payment method.

Top Picks/ Categories

4 See which apps are most popular in a variety of categories.

Purchases and Updates

5 Hit the Purchases icon to view all of your App Store purchases and re-download them if necessary. The Updates icon enables you to quickly access both app and OS X updates.




Disk Utility File Edit Images Window Help
Tue 17:36
Macintosh HD
First Aid Erase RAID Restore
Clear History
Show details
Verifying volume "Macintosh HD"
Verifying file system.
Using live mode.
Performing live verification.
Checking Journaled HFS Plus volume.
Checking extents overflow file.
Checking catalog file.
Checking multi-linked files.
Checking catalog hierarchy.
Checking extended attributes file.
Checking volume bitmap.
The volume Macintosh HD appears to be OK.
File system check exit code is 0.
Verify Disk
Repair Disk
Verify Disk Permissions
Repair Disk Permissions
Capacity : 449 GB (449,000,013,824 Bytes)
Available : 146.82 GB (146,820,190,208 Bytes)
Used : 302.18 GB (302,179,823,616 Bytes)
Number of Files : 2,226,330
Mount Point : /
Format : Mac OS Extended (Journaled)
Owners Enabled : Yes
Number of Folders : 419,083
MacBook Air



OS X YOSEMITE

Backup & security

Make sure you never lose a file and keep your Mac secure

128 **Back up with Time Machine**
Apple's Time Machine is one of the easiest backup options around

130 **Never lose your work again**
Use Auto Save and Versions to safeguard your precious files

132 **Make a Recovery Disk**
In case of emergencies, it pays to have a rescue disk to hand…

134 **Recover from major problems**
Essential tools to get you out of a sticky situation if OS X won't start

136 **Secure your Mac**
Tighten your Mac's security and ensure files and web accounts stay safe

137 **Get started with Disk Utility**
Look after your disk drives with this indispensable Mac tool

Back up with Time Machine

Apple's Time Machine is one of the easiest backup options around

Time Machine is the Mac's built-in backup system. All you need to provide to make it work is an external hard drive. Once set up, Time Machine makes hourly backups to the second drive of any changed files on your Mac.

This gives you an easy way to recover damaged and accidentally deleted files. Time Machine also allows you to roll back your whole OS to an earlier version if an update causes problems. It can also be leveraged by the Migration Assistant to move user accounts, files and settings to a new Mac, when the time comes.

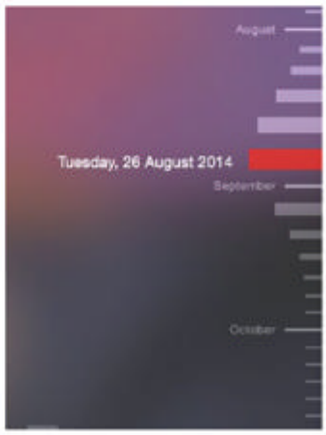
If you own several Macs or even just one MacBook, Apple makes a combined wireless router and hard drive called AirPort Time Capsule which makes it easier to back up because you don't have to think about connecting any cables (see boxout on page 129).

If you just want to use an external drive, it needs to be Mac-formatted (see Disk Utility on page 137). Connect the drive to your Mac, and OS X will ask whether you want to set it up to use it with Time Machine. Using a drive to store Time Machine backups doesn't mean you can't also use it for other purposes – it will still appear as a regular hard drive in the Finder, and you can copy important files to it. However, it's a good idea not to use this drive as a general place to store files. That's not only to maximise the space available for Time Machine, but also because Time Machine won't back up the drive you assign it to use. The backup of files on that drive would exist on the same drive as the originals, which would defeat the point of backing them up somewhat.

Within just a few clicks, you can be backing up your files. Then, every time you connect that drive, Time Machine will, after a few seconds, start backing up anything that's changed or new. Once you've completed the quick and simple setup process, Time Machine is designed to need as little intervention from you as possible, and to be almost invisible until the point when you need to restore a file, at which point it will step in and save the day! Here's six Time Machine tips!

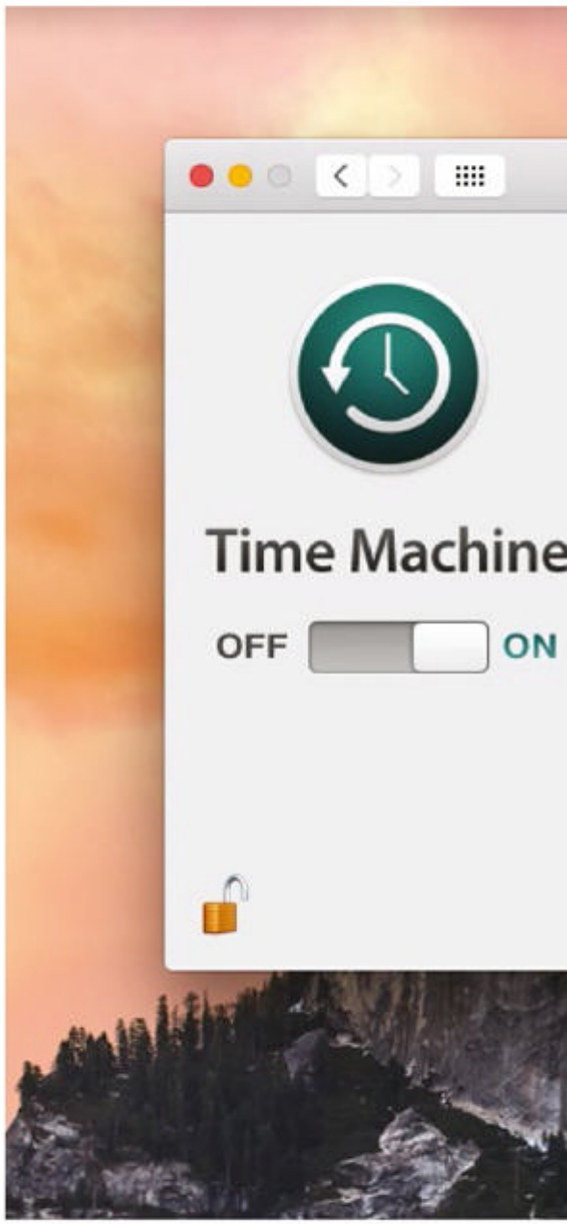
1 Incremental backups

Time Machine doesn't simply copy or 'clone' everything that's on your hard drive. Instead, once you've created the initial backup, it creates incremental backups and, using a clever piece of interface design, allows you to step 'back in time' to find a deleted file (see below).



2 Beware of deleting files

Time Machine is not an archive program remember – it saves backups hourly, which introduces a potential pitfall. If you were to create a file and delete it within one of these hour-long intervals, no backup of that file will be created at all.

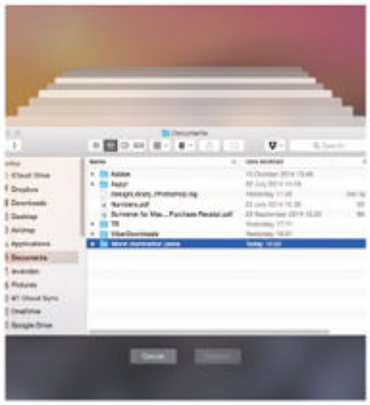


3 Saving snapshots

Saving an hourly snapshot of everything on your Mac would fill your backup drive very quickly (even if you have a large external drive) and it would take a while. Instead, Time Machine saves hourly backups for the past day, consolidated daily backups for the last month, and weekly backups beyond that, until your drive runs out of space. At that point, it will delete the oldest weekly backup.

How to restore from time machine

Time Machine offers several options for restoring files. Restoring a specific file or folder begins in the Finder. First, go to where the file or folder was on your drive. Next, open Time Machine, and after a few seconds your Finder window will change to reveal what looks like a series of windows stretching back into space. You'll see a timeline on the right-hand side of the screen with dates marked on it. You can scroll back through the stacked windows using the arrows or by clicking a date in the timeline, until you find the file you want.

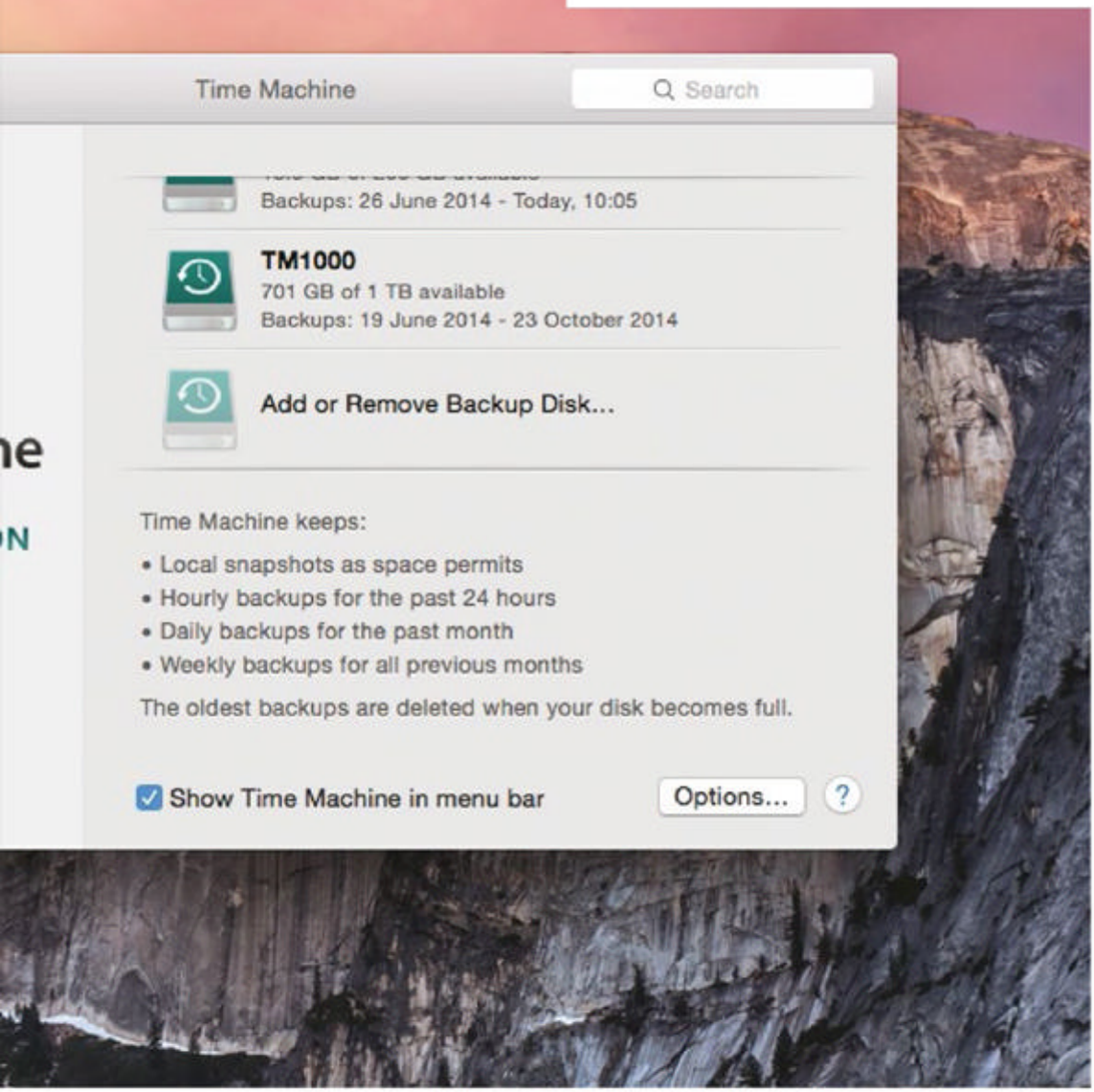




Use it in apps

Some apps support Time Machine directly. This is great if you know you changed something in a certain app and want to retrace your steps. You can step back through deleted cards in Contacts, for example.

Setting up Time Machine is easy and it prompts you with a link to open its Preferences each time a new Mac-formatted drive is connected.



4 Auto-save and versioning

Time Machine captures the most recent state of data on your disk, and files you've deleted, rather than archiving multiple versions of the same file in a reliable way. If the latter is what you want, then you need to use the auto-save and versioning feature first introduced with OS X 10.7 Lion. Flick to page 130 for more details on how to set this up.

5 Exclude files and folders

The capacity of the external drive you need depends on the size of your Mac's internal drive, how much of that you expect to use, and how many old backups you want to store. Something twice the size will allow you plenty of room for backups. If you have a smaller drive, you can choose to exclude files or folders from backups. You might decide that since you can reinstall your apps, backing up the Applications folder is unnecessary.

6 Recovery disk

Be aware that Time Machine doesn't create a bootable copy of your startup disk, which means that in the event of a catastrophic failure you'll need a recovery disk to boot from before restoring your whole disk from your Time Machine drive. You may need a recovery disk prepared on a USB stick. Make sure your Time Machine drive is connected, start up holding down ⌥+R and select 'Restore from a Time Machine backup'.



Time Capsule

Time Machine can use any network-attached storage drive formatted as 'Mac OS Extended (Journaled)' that's connected to your Mac over your local network (but, sadly, not the internet), including (naturally) a Time Capsule. Time Capsules aren't exactly cheap (£249 for a 2TB model, £349 for a 3TB version) but you can guarantee that they will work seamlessly, providing a wireless backup solution that will keep your data secure and your mind at ease. In addition, a Time Capsule can turn any USB printer or external hard drive into one you can share across your network. If Time Capsule seems a bit expensive and you have a few external drives knocking around, you can use a USB drive attached to an AirPort Extreme base station as a backup solution, although Apple doesn't officially support this.

Never lose your work again

Use Auto Save and Versions to safeguard your precious files

SKILL LEVEL
Anyone can do it

IT WILL TAKE
10 minutes

YOU'LL NEED
OS X 10.10, an app with support for Auto Save and Versions

Thanks to OS X, lost work could largely become a thing of the past. Barring catastrophic hard drive failure, you need no longer worry about things going wrong. This is because OS X now has two clever systems built into it: Auto Save and Versions.

Provided you're using an app that has support for these two features built in, OS X automatically saves your work. If you decide you want to jump back to an older version of a file – or recover part of it – Versions enables that.

We'll take a look at how these two systems work so that you can make the most of them. The first thing to know is that not all your apps will work with Auto Save and Versions, although many now do, particularly major applications. If you're using older versions of iWork apps, they might need updating to ensure you're running at least Pages 9.1, Keynote 5.1 and Numbers 2.1. Check by opening the app in question and going to Pages > About Pages, Keynote > About Keynote or Numbers > About Numbers. If you bought a boxed copy, go to http://bit.ly/iworkupdate to get the update. Other Yosemite apps, including TextEdit and Preview, are fully Auto Save and Versions compliant.

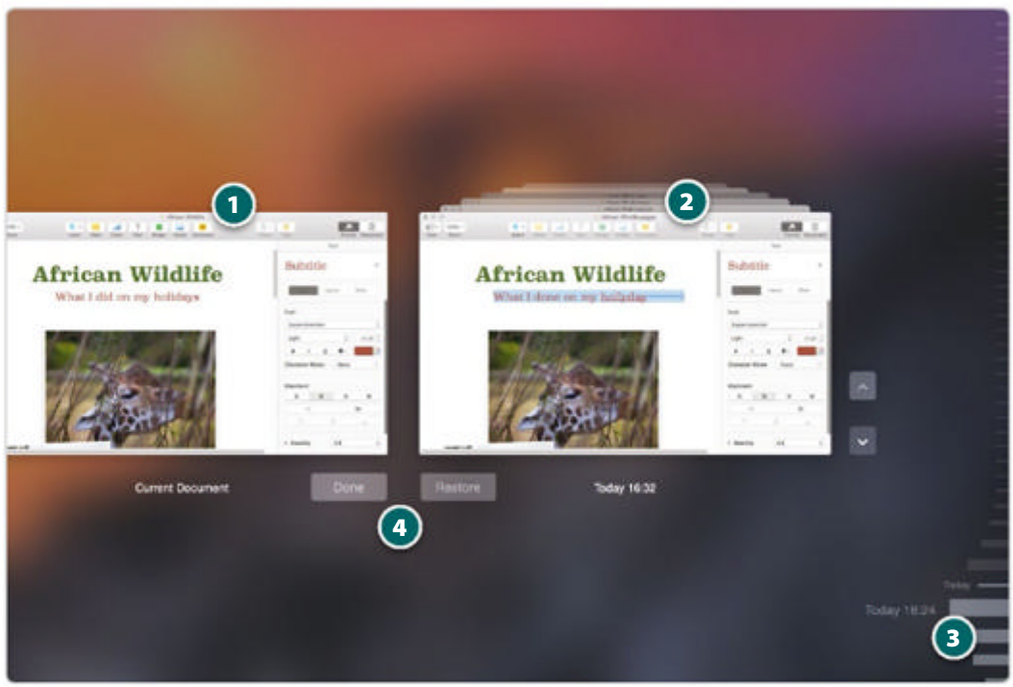
Barring catastrophic hard drive failure, you need no longer worry about losing stuff if things go wrong

Crucially, though – and we can't stress enough just how important this is – you have to save your file once, manually, before Auto Save and Versions are able to kick in. So if you start writing a letter, save it immediately and you won't have to worry afterwards. But if you fail to do this, your Mac won't record your changes at all because you've not yet told the system where to save them.

One thing that's missing from the File menu in Versions-compliant apps is the Save As command. In its place you'll see a Duplicate option, which pops up a second window with the contents of your document. Note that this copy isn't initially saved, however, so make sure you do this before you start working on it or you risk losing work if something serious occurs, such as a power cut.

However, the Save As option is still available as an option in case you prefer to work that way, perhaps because it avoids the possibility of forgetting to save. Click the File menu to open it, then hold ⌥. Notice that the Duplicate item changes to Save As. Let's take a closer look at Versions and how it works…

VISUAL GUIDE | BROWSING PREVIOUS VERSIONS



Current File

1 This is the document you're working on; you can scroll through it.

Previous Versions

2 You can browse back through time by clicking the windows in the stack of versions on the right. As well as restoring an earlier version as a whole, you can selectively copy from older versions and paste into the current version of your file.

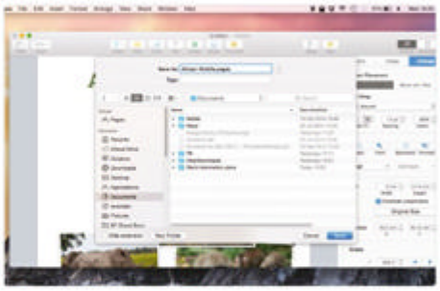
Timeline

3 To find an older version, hover over the timeline. Each notch is a version of that file, displaying when in time it was created. Click one to show it.

Controls

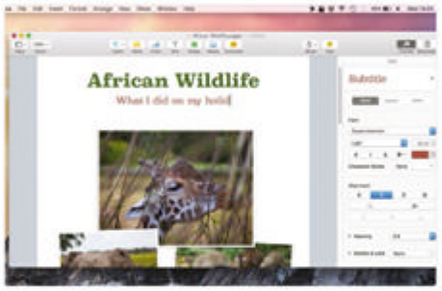
4 Click Restore to recover the version at the front of the stack, or Done if you copied and pasted bits into the left window.

HOW TO | MAKE THE MOST OF VERSIONS



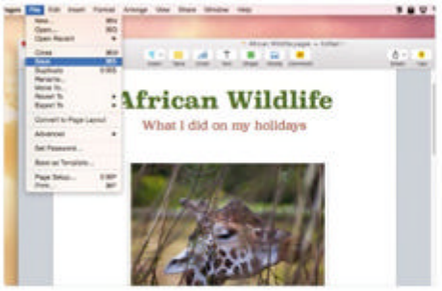
1 Create your document

We'll create a newsletter in Pages, though these steps work in apps such as TextEdit, too. First save the file somewhere on your Mac's drive before you start to type anything into it. This will ensure that Auto Save and Versions can start their work. Use ⌘+S or File > Save.



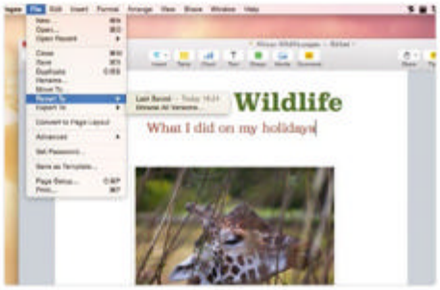
2 Get to work

As you write, your file is automatically saved. If you quit the app, you won't actually be prompted to save, since your changes have been stored automatically. Next time you open that file, the new work will be there waiting for you. That's Auto Save in a nutshell.



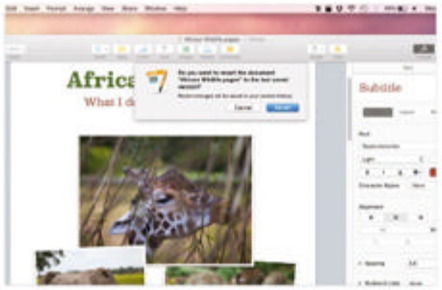
3 Save a version

As you work, there's nothing stopping you from pressing ⌘+S or using File > Save. This obviously forces a copy of the document in its current state to be saved as a new version. This allows you to revert to this precise point in your work at any time.



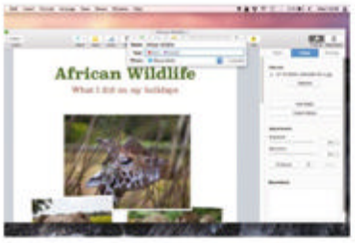
4 Options menu

In the File menu, move the pointer over Revert To. If the current version of the file has been saved, the only option listed is Browse All Versions. Otherwise, you'll also see Last Saved and Last Opened, and the time at which those events occurred.



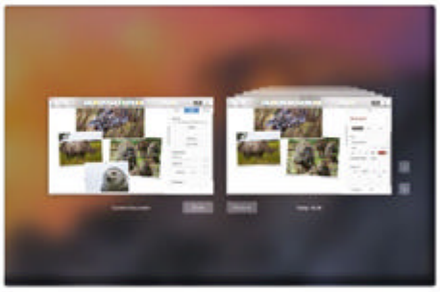
5 Revert to Saved

Choosing Last Saved takes the file back to that state, whether it was saved automatically or because you pressed ⌘+S. You can also revert to the file's state when it was opened. Both options save the document again to make the restored version the latest version.



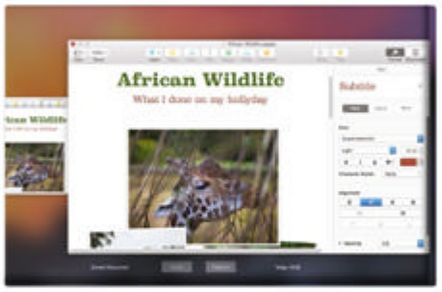
More options

Click a document's name in the title bar and tick Locked to make a template. Choose File > Duplicate to make other documents based on it and preserve the original copy.



6 Previous versions

Choose File > Revert To > Browse All Versions… to open up the timeline (shown opposite), with your current document on the left and previous versions on the right, giving you a quick side-by-side comparison of different document states.



7 Go back in time

Click one of the windows in the stack on the right to bring it forward so you can compare it to the current file. To move back to a specific time, use the timeline at the bottom right. As you hover over a notch, you'll see when that version was saved. Click it to bring it to the front.



8 Bring it back

Once you've found the version you want, click Restore. Remember that OS X will save it as a new version, so if you later realise you actually want part of the content you lost by reverting, you can browse back in the timeline to copy it and paste it into the current version on the left.

Make a Recovery Disk

In case of emergencies, it pays to have a rescue disk to hand…

SKILL LEVEL
Anyone can do it

IT WILL TAKE
15 minutes

YOU'LL NEED
OS X 10.10

Apple did away with recovery discs when it brought out OS X 10.7 Lion, and hasn't changed its approach since. Now, you either buy your Mac with 10.10 already installed or you download and install Yosemite from the Mac App Store. Either way, you don't get a disk with the operating system on it.

This cuts Apple's distribution costs, but it means there's no reassuring rescue media handy in case you need it. Instead, Apple provides a built-in recovery system within Yosemite. Start your Mac and hold ⌘+R to go into recovery mode. Here you can start Disk Utilities, restore from a Time Machine backup or perform a clean Yosemite install. This recovery system is stored on a hidden partition on your Mac's hard drive – so if something happens to your hard drive, what then? Well, if your Mac can't find the recovery partition but it's connected to the internet via either Wi-Fi or a network cable, then it'll start the OS X Internet Recovery Feature.

Apple provides the OS X Recovery Disk Assistant to set up an external drive as a recovery disk



Your Mac includes a recovery partition, which among other things enables you to reinstall OS X.

If your Mac happens not to be online or you've upgraded an older Mac to Yosemite, however, you could come unstuck. The simplest solution is to press an external USB drive or SD card into service using the OS X Recovery Disk Assistant, a free tool that recreates the core parts of the recovery partition on your chosen drive. To create a recovery disk, you need a USB flash drive or an external hard drive that has at least 1GB free space. You'll also need access to a Mac running Yosemite that includes an existing Recovery HD partition, so the time to create the recovery disk is now!

The guide below shows how to download the Recovery Disk Assistant and create a recovery disk. Should you need to use it, you can then boot (start OS X) from this disk before restoring from a backup or reinstalling OS X.

HOW TO | USE THE RECOVERY DISK ASSISTANT



1 Get the Assistant

If the Recovery Disk Assistant isn't in your Applications/Utilities folder, download it from http://support.apple.com/kb/dl1433. Once the download is complete, double-click RecoveryDiskAssistant.dmg in your Downloads folder, then drag Recovery Disk Assistant.app into your Applications folder.



2 Select drive

Insert a USB drive, launch Recovery Disk Assistant (yes, it still has the OS X Lion image), agree to the terms and wait while external drives are detected. Select the USB drive, then click Continue. Note that all data on this drive will be erased so the assistant can install the files to make a recovery disk.



3 Eject and keep

When the process is complete and you see the conclusion message, click Quit, eject the disk, and store it in a safe place. Should you need to use it to recover your computer, make sure the disk is connected, hold down ⌥ as you restart, then select the recovery disk from the list of drives.

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Recover from major problems

Tools to get you out of a sticky situation if OS X won't start

SKILL LEVEL
Could be tricky

IT WILL TAKE
From a few minutes to several hours, depending on the feature you need

YOU'LL NEED
OS X 10.7 or later, a Recovery partition on your startup disk or a Recovery disk (see page 132)

Recovery is a built-in set of tools, hidden until you start up your Mac holding down ⌘+R, that you'll depend upon in a rare emergency – typically when some drastic glitch prevents OS X loading. It looks a lot like OS X proper, but its capabilities are limited to essential maintenance tools that will help you get up and running after a critical problem. Apple has made restoring a Mac from a Time Machine backup almost as easy as turning on that feature in the first place. In fact, it's even possible to download and reinstall the whole operating system.

With Recovery, it's even possible to download and reinstall the whole operating system

If you're daunted by the prospect of fixing something you perhaps don't understand, then there's one feature of Recovery that you'll find invaluable: its web browser. With it, you can search for solutions, go online to book a Genius Bar appointment at one of Apple's retail stores, or look up the contact details of an authorised repair centre if there are no stores close to you.

Recovery offers other features that we'll walk you through. One of them is the ability to reset any user account's password, should it be forgotten. While this is undoubtedly useful, it also poses a security risk to the files stored on your Mac, so you should see page 136 for instructions on how to restrict access to it.

QUICK LOOK
RECOVERY MODE

Rescue options
1 Recovery provides three ways to restore or reinstall OS X: rolling back to an earlier state using Time Machine; installing OS X over itself, which can fix some kinds of problems; and erasing the internal disk first for a completely clean start.

Research a problem
2 The Safari web browser is available in Recovery to research problems.

Disk Utility
3 You can run diagnostic scans of your Mac's storage, or erase it altogether.

Additional Utilities
4 In the Utilities menu, Firmware Password Utility increases your Mac's security; Network Utility tests connectivity; and Terminal enables you to perform detailed diagnosis using various typed commands – see page 142.



HOW TO | USE RECOVERY'S VARIOUS OPTIONS



1 Start Recovery Mode

To start Recovery from your Mac's internal storage, hold ⌘+R at the startup chime. To start it from an external drive, hold ⌥ instead and, when a list of available startup volumes appears, choose the one with an external drive icon and 'Recovery' in its label.



2 Internet Recovery

If a Recovery partition isn't available, holding ⌘+R will start Internet Recovery (on models released since OS X Lion, and some earlier models – see support.apple.com/kb/HT4904). This shows a globe and a progress bar while your version of OS X is downloaded.



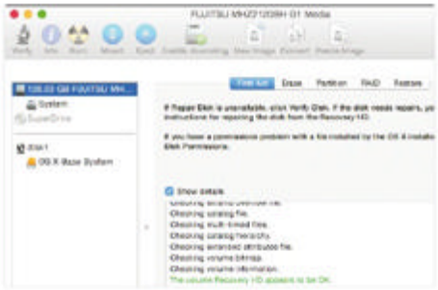
3 OS X Utilities

When Recovery has loaded, it displays a list of four commonly needed tasks (see main picture). 'Get Help Online' opens the Safari web browser. If your Mac uses Wi-Fi to get online, use the Wi-Fi icon at the top right to ensure that it is connected to your usual network.



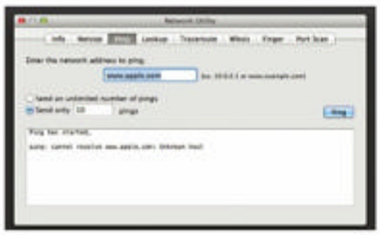
4 Get Help Online

You can use this version of Safari to browse to research your problem by visiting support.apple.com, to look more broadly with a search engine, and to browse to apple.com/uk/retail to book a Genius Bar appointment for professional help at an Apple retail store.



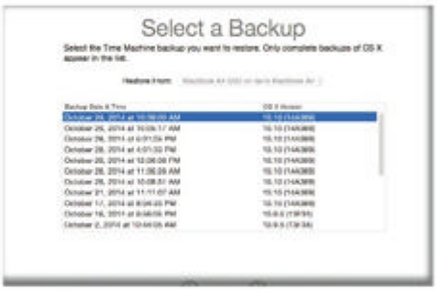
5 Disk problems

If OS X won't start, select Disk Utility before resorting to more drastic options and check that your Mac's drive is shown in the app's left-hand pane. Select the row that isn't indented for options to verify data and attempt to repair structural problems.



Check the connection

In Utilities > Network Utility, the Ping tab enables you to check that network traffic can reach other devices on your network and websites outside of it.



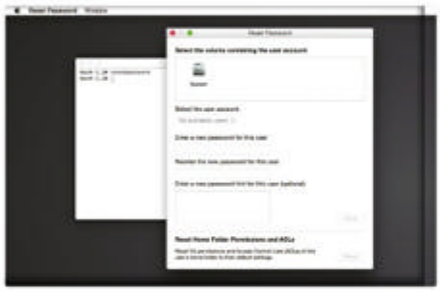
6 Restore backups

If you haven't excluded system folders from your backups, your Mac can be restored to an earlier state. Choose the Time Machine option, identify your backup disk, pick an earlier state from the list, and follow the prompts to restore it your startup disk. This can take a while.



7 Reinstall OS X

The Reinstall option downloads the same version of OS X you have and installs it over any existing copy, retaining your files and settings. This can fix some damage to the system. The download is several gigabytes, so it can take quite a while over slower internet connections.



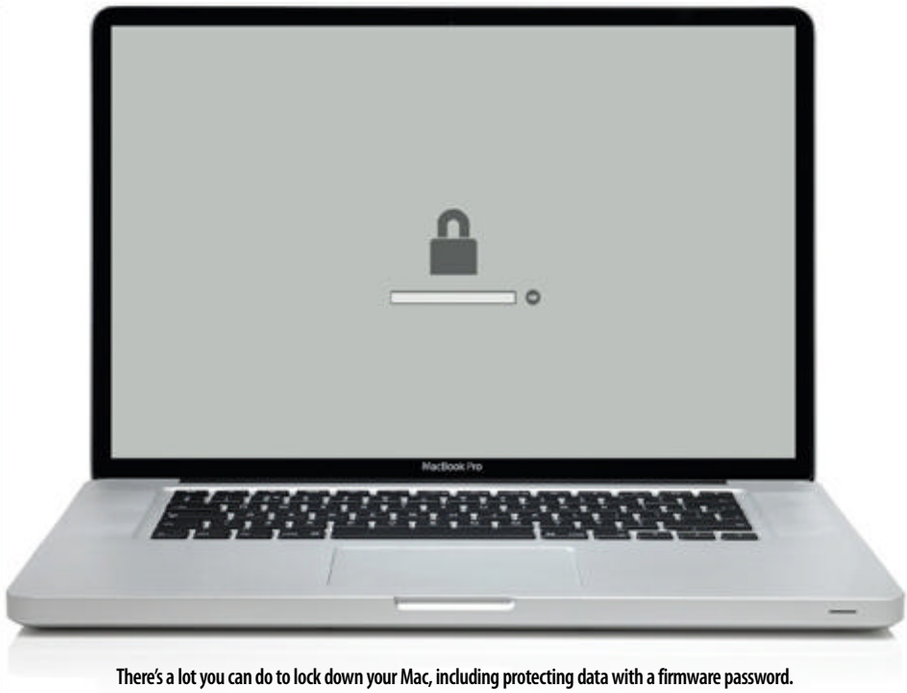
8 Reset a password

If someone forgets their account password, choose Utilities > Terminal. Type resetpassword into that app and press ↵. In the next window, select your startup disk, select the account from the list, type a new password into the boxes, and click Save.

Secure your Mac

Tighten your Mac's security and ensure files and web accounts stay safe

When you first set up your Mac, the only security measure that's enforced is that you add a password to your user account. The Setup Assistant makes no mention of extra measures you might want to enable, even though several are built into OS X. Bear in mind that the features we're about to look at are defences against physical attack, rather than protection against online attacks such as security holes in your web browser or social engineering that tries to trick you into ill-advised action.



There's a lot you can do to lock down your Mac, including protecting data with a firmware password.

1 Turn off automatic login

It's a risk if your Mac is set to log into a user account automatically on startup: all an intruder needs to gain access is hold down the power button to turn off the Mac, then restart. Automatic login can be disabled under Login Options in Users & Groups, or in Security & Privacy in the General tab.

2 Obfuscate login details

The login window shows account names by default, leaving passwords to be guessed. Under Login Options, switch to 'Name and password' so both need to be entered to gain access. If you use Fast User Switching, set it to show an icon so the account name can't be read from your screen.

3 Restrict your abilities

The first user you create at setup is an Administrator with top-level rights. It's safer to use a Standard account day-to-day, but an Admin is needed for system changes. Create a new admin user in the Users & Groups pane, log out, then log into the new account. Select your regular account and untick 'Allow user to administer…' to reduce its rights.

4 Request password to wake

By default, waking a Mac from sleep or its screensaver allows access to whatever account was left signed in. Under General in the Security & Privacy pane, turn on the option that requires a password to wake, and set how soon it's needed. Anything longer than five seconds presents a risk if your Mac is left unattended.

5 Tighten Keychain security

Your account password also protects your Keychain, so just logging in gives Safari's AutoFill feature, for example. The Keychain can be given its own password so that separate consent is needed. To do this, simply open Keychain Access (you'll find it in /Applications/Utilities), right-click 'login' in the Keychain list and choose then Change Password…

6 Lock the Keychain

In the same menu as mentioned in the tip above, choose Change Settings… for options that lock the Keychain when your Mac goes to sleep and after a period of inactivity. In Keychain Access's preferences, you can add an icon to the menu bar to display the Keychain's status and manually lock it. When it's locked though background system services may prompt you for access.

7 An unplugged hole

Without a firmware password, Recovery Mode gives the unfettered ability to reset any account's password by typing `resetpassword` in Terminal. The Keychain password is unaltered by this, so an intruder won't be able to read website logins in Keychain Access and Safari's Passwords preferences, but they will have access to files stored locally.

8 Set a firmware password

Restart your Mac and hold ⌘+R at the startup chime to start in Recovery mode. When it finishes loading, go to Utilities > Firmware Password Utility and set a password. Make sure you don't forget this password – you'll need it on rare occasions such as restoring your Mac from Time Machine, and to use other startup key combinations.

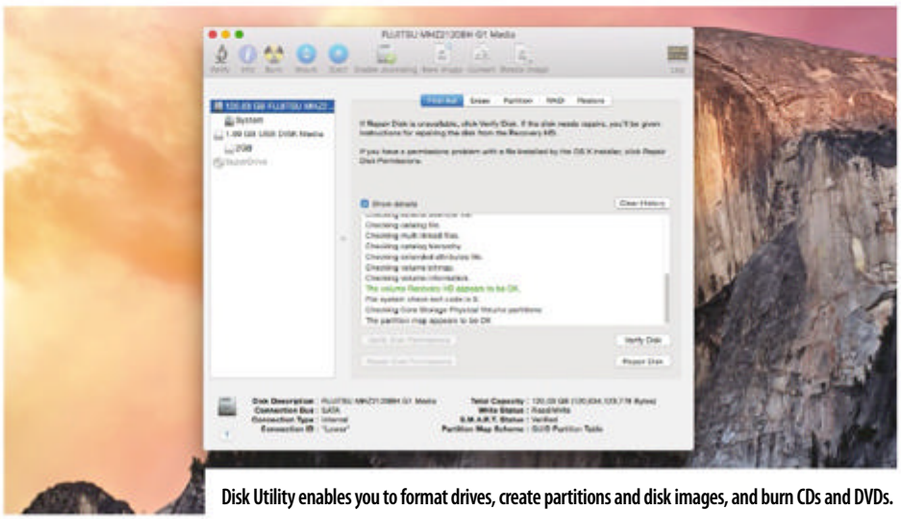
9 P*55wrd tip

It goes without saying that a strong password is one that isn't easily guessed by a person or worked out by a program (and don't use the same password for everything!). Generally, a good password has letters, numbers and symbols. Be careful using symbols, though, as the keyboard layout in use at the password box may put them on unexpected keys.

Get started with Disk Utility

Look after your disk drives with this indispensable Mac tool

Disk Utility, as its name implies, is your go-to solution for just about any drive-related tasks or problems (short of catastrophic physical failure). It's a one-stop shop that enables you to check, repair, manipulate and back up your hard drives and removable disks like SD cards or USB flash drives. You'll find Disk Utility in the Utilities folder within your Applications folder, but if your Mac won't start up correctly you can also access it via the built-in recovery options: hold down ⌘+R as your Mac starts up to start in Recovery mode, and you can launch Disk Utility from the main menu that appears.



Disk Utility enables you to format drives, create partitions and disk images, and burn CDs and DVDs.

1 Verify and repair

The most critical part of Disk Utility is its verify and repair options. You can scan any connected disk drive for errors that might be causing problems whether small or large: select the drive in the left-hand pane, then the First Aid tab, and click the Verify Disk button. If problems are found, click Repair Disk. This should sort most problems out.

2 Permission to repair

You'll also see another two options under First Aid: Verify and Repair Disk Permissions. For security reasons, files are assigned permissions, telling OS X which users can access or edit those files. This is vital if you've enabled file sharing over a network or if more than one person uses your Mac, but it still applies even if you're the only user and helps to prevent security problems such as rogue websites, for example, taking over your Mac remotely.

3 Permission problems

The problem is, over time, permissions can get messed up by all manner of things – an application installer, for example, might alter the permissions of files used by other apps too; altering your sharing settings can have a knock-on effect on files; and so on. Depending on what files may be affected, wonky permissions can cause various problems, making your Mac go slow, display the spinning 'beachball of doom' or even freeze up. Whenever your Mac is misbehaving, Disk Utility's Repair Disk Permissions can come to the rescue by setting file permissions back to their defaults.

4 Erase and partition

Disk Utility also enables you to configure your storage by erasing disks, partitioning them and setting up RAID arrays. To erase an individual disk or partition, select it in the left-hand pane and switch to the Erase tab. Give the volume an easily identifiable name, such as 'Data', and pick a format. If the drive is being used exclusively with Macs, then the default Mac OS Extended option is best; the 'Journaled' option enables the drive to be indexed so it can be searched easily, but if there's nothing on the drive that you want indexed, leave the option unselected. You can always enable indexing at a later date using the Enable Journaling button at the top of the Disk Utility window. If you're formatting an external drive that you want to plug into a Windows PC, we recommend choosing exFAT.

5 Disk security

Next, click on Security Options… to configure how the drive will be erased: you can choose a more secure setting if there's data on the drive that you want permanently (unrecoverably) removed. Finally, click Erase and wait while the drive is erased.

6 Partition it!

If you select a disk drive rather than a partition, you'll also see a Partition tab appear. This enables you to divide a large-capacity disk into smaller subdivisions, which then behave as if they were separate drives. Like formatting, partitioning wipes all existing data on your disk, so is best used when setting up a new hard drive for the first time.

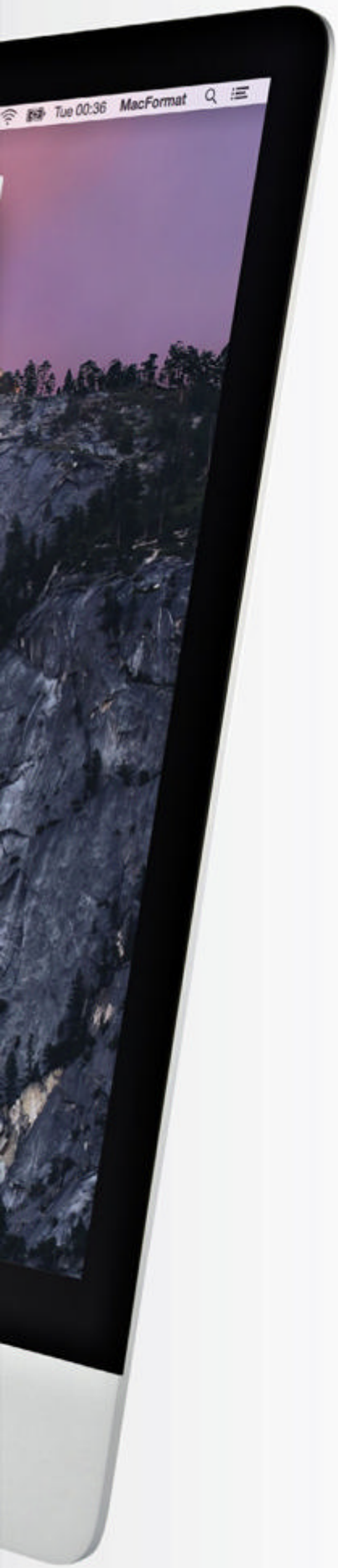
7 Disk images

Disk images are exact copies of a selected disk's contents, held in a single file. They can be handy for backing up entire partitions or removable disks like USB flash drives. To back up an existing disk, select it in the left-hand pane and click the New Image button. Select a location and filename for your image; if backing up a disk partition or entire disk, choose a different disk to save the image to. Make sure there's enough room on your target drive, then click Save and be prepared to wait while the image is created (depending on the size of the backup). Once it's done, it'll appear in the left-hand pane underneath your drives for easy access. Select it and you can verify it to ensure it's not corrupt.

8 Burning sensation

Although most Macs don't include optical drives any more, Disk Utility still gives you the option to burn CDs and DVDs. To do this, simply hook up an external disc burner, pop in a writable CD or DVD, select the disk image (or choose File > Open Disk Image… from your hard drive) and click Burn.


BayTreeHouse:
PHY Mode: 802.11n
BSSID: 80:71:7a:b7:80:7c
Channel: 9
Network Type: Infrastructure
Security: WPA/WPA2 Personal
Signal / Noise: -88 dBm / -95 dBm
LOVEHOUNDS:
PHY Mode: 802.11n
BSSID: d0:84:b0:db:cc:d0
Channel: 6
Country Code: GB
Network Type: Infrastructure
Security: WPA/WPA2 Personal
Signal / Noise: -53 dBm / -95 dBm
Lamppost Guest:
PHY Mode: 802.11g
BSSID: 00:1e:2a:fc:99:e8
Channel: 11
Network Type: Infrastructure
Security: WPA Personal
Signal / Noise: -79 dBm / -95 dBm
waltonsguesthouse:
PHY Mode: 802.11n
BSSID: 00:03:c8:09:17:42
Channel: 11
Network Type: Infrastructure
Security: WPA/WPA2 Personal
Signal / Noise: -87 dBm / -95 dBm
MacBook Pro:~ macformat$ system_profiler SPDiagnosticsDataType
Diagnostics:
Power On Self-Test:
Last Run: 20/01/2015 00:22
Result: Passed
MacBook Pro:~ macformat$



OS X YOSEMITE

Advanced users

Automate repetitive tasks, fix problems and much more!

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Save time and speed up the way you use your Mac with Automator

141 **Record your own scripts**
Discover more advanced tips for getting the most out of Automator

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Navigate your system and make changes using text commands

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Troubleshoot your Mac or just understand it better with this tool

145 **Dual boot with Boot Camp**
Turn your Mac into a dual booting, multi-purpose computer

Automate repetitive tasks

Save time and speed up the way you use your Mac with Automator

Some tasks take more effort than they deserve. You may not mind renaming a bunch of files or resizing a photo now and then, but when you're doing it several times a day, day after day, it gets tiresome. Luckily, there's an app in OS X that can help with these tasks. It's called Automator and it lives in your Applications folder.

1 Get automating!

Automator enables you to create different kinds of scripts (or 'workflows'). You can choose from eight templates, of which three stand out. 'Applications' are scripts that function like other apps: you can double-click one to run it, or drop files onto it to process them.

2 Services

Services' are scripts which can be accessed under an app's name in the menu bar, or in the Finder by right-clicking an item; while the 'Folder Action' type lets you create a 'magic folder' that performs a task when you drop a file or folder into it.

3 Dictation commands

'Dictation Commands' enable you to create scripts that run when you speak to your Mac, as long as you've turned on that capability in System Preferences > Accessibility.

4 Your first script

To help get you up to speed with using Automator, we'll make a simple script that takes some text you've copied from an existing document and turns it into a new text file. Launch Automator, select Application and then click Choose.

5 Next steps…

Select Utilities under Library, and then drag the instruction 'Get Contents of Clipboard' into the right-hand pane. Select Text under Library and drag 'New Text File' into the right-hand pane. Notice the way it's connected to the first action. This tells you that the results of the first action (grabbing the text that's been copied from the clipboard) have been passed to the next action (saving that text as a file).

6 Script options

There are four options available for this command. The first enables you to specify whether you want the text to be saved as a plain text (.txt) or formatted text (.rtf) document. The second enables you to choose a filename. In most cases (but not all) you'll want to choose a different filename for each individual text file you create, so click the Options button at the bottom and tick 'Show this action when the workflow runs' so you can specify a name for your file each time. The 'Where' item enables you to specify a starting folder when saving the text file. You can ignore the final option in this example.

7 Save and test

Once done, simply choose File > Save and select a suitable location and name for your app, then click Save. Now it's time to test your app: copy some text to the clipboard, then run the app. Enter a filename and click Continue, then open the text file to verify that it worked. Congratulations, you've created your first script in Automator!

VISUAL GUIDE | THE AUTOMATOR WINDOW

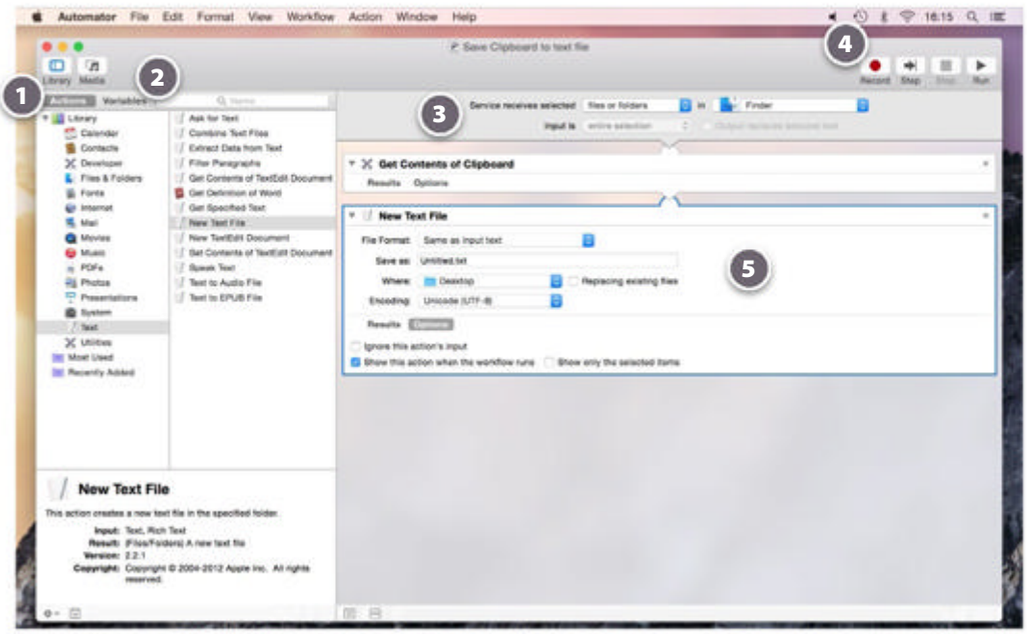
Choose actions
1 Automator has over 200 actions for you to choose from.

Variables
2 If your script demands it, you can use variables, such as text, folder locations or the current time and date.

Input options
3 Automators receive input in different ways, such as dragged and dropped files, or user input in specific apps.

Record
4 Another way to automate things is to ask the app to record what you do, which creates a 'Watch Me Do' action.

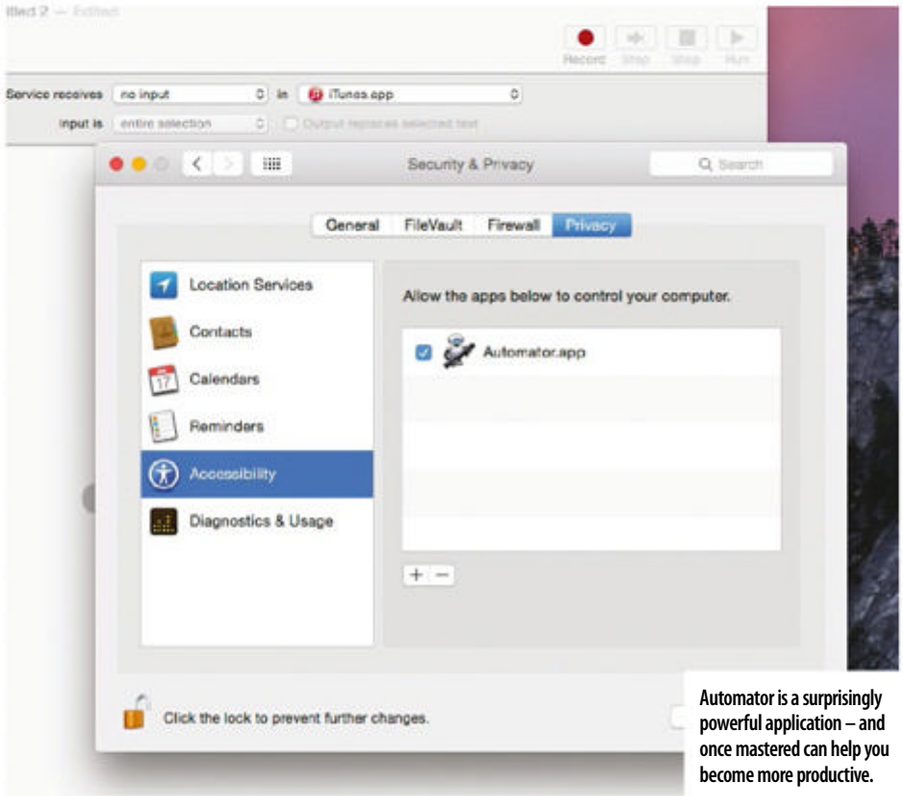
Actions
5 All scripts are divided into actions; the key is combining them properly.



Record your own scripts

Discover more advanced tips for getting the most out of Automator

Once you understand how the basics work, you can begin to use the many actions in Automator to build your own scripts. The key is to experiment – Automator's Run button enables you to test entire scripts. Testing a script by running it isn't foolproof – it can throw up errors that don't exist when the script is run outside of Automator. It also might be unable to process all of a script's actions. If that's the case, Automator will tell you which steps require you to set up a 'dummy' action to take their place and run the script (you'll need to delete or disable the dummy action before you save the script for real use). One essential piece of advice: make sure you back up any files your script will process.



Automator is a surprisingly powerful application – and once mastered can help you become more productive.

1 Recording actions

If you're struggling to put a script together, you can try searching online for inspiration. You might also find it easier to record your actions. Automator has a Record button which will capture key presses and mouse clicks, such as menu selections, and this enables you to record repetitive actions where no corresponding actions are provided in Automator. These steps can then be performed with a single click.

2 Watch, Watch Me Do

Recording your interactions with the Mac creates a 'Watch Me Do' action. The first time you use the Record button, Automator will prompt you to grant it permission to control your Mac. Do this in the Security & Privacy pane in System Preferences: click Privacy, then Accessibility, and add the script to the list of apps that are able to control your Mac. If you create an app that makes use of Watch Me Do, you'll need to return to this preferences pane and add your app to the list, too.

3 Take your time for accuracy

When recording your interactions, take your time and make sure you work steadily. This not only helps to improve the accuracy of your recording, but will help ensure that when you run the action, windows have enough time to open and be ready for further input, for example. When you finish, the Watch Me Do action contains a sequence of steps that correspond to exactly what you just did – as simple as that.

4 Editing steps

Examine that sequence and, if you spot an extraneous step, select it and press ← to remove it. There might be such a step perhaps because you clicked the wrong menu item and corrected your misstep without starting the recording from scratch. Equally, you might have needed to click an app in the Dock to perform tasks in it. This will itself be recorded in the action as a step.

5 Service options

However, if your workflow is of the Service type, you can select and remove the app-clicking step. That's because when you run the Service later, the relevant app will already be in the foreground, which makes it unnecessary to click the app's icon in the Dock.

6 Test drive a Service

To test a Service, switch to an app in which you've elected to make it available, then click the application's name in the menu bar, select Services, and click the name you gave to yours. If it runs into problems, it's often just easiest to delete and re-record the Watch Me Do action.

7 Interval magic

A clever use of Automator is to run scripts at set intervals. Go to File > New and create a Calendar Alarm. From Files & Folders, add the 'Get Specified Finder Items' action. Click its Add… button to select items you want to, say, back up. Next, add the 'Copy Finder Items' and choose where to store the copies. Tick 'Replace existing files' to automatically overwrite older copies. Save your alarm and Calendar will open, and show an event with your alert attached. Right-click this and choose Get Info to configure how often it runs.

Discover Terminal

Navigate your system and make changes using text commands

Thanks to OS X's Unix underpinnings, it's possible to control your Mac by typing commands into the Terminal app. Not everyone likes the idea of leaving the clean, simple environment of the OS X graphical interface, especially given the precise syntax required. However, there are times when it's quicker to use Terminal, or when you want to delve deep into advanced functions.

You don't have to be a certified technical guru to manage your Mac using typed commands, although a little confidence does help. Thanks to copy and paste there's no need to be a touch typist either: if you want to make complex configuration changes, you may need to look up at least some of the required commands online, but you can then simply copy them and paste them into Terminal.

You'll find the Terminal app in your Applications > Utilities folder. Once it's launched, you'll see a plain-looking window showing a prompt including your username and a cursor. This is where you type the commands you need to get things done. You'll find an exhaustive list of commands at http://ss64.com/osx, but we cover some of the basic, and more advanced ones on these pages. With a little practice and some patience you'll find that Terminal can be an extremely useful tool in many situations, so let's take a look…

1 Change directory

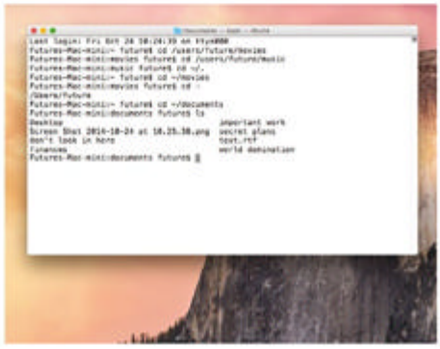
Commands apply to the directory you're in. To move between directories, use the `cd` command. To move into Movies, in Terminal enter `cd /Users/username/Movies`. Replace 'username' with your username. To move to Music, use `cd /Users/username/Music`.

2 Shortcuts

All the typing involved in inputting commands can be taxing, so you can use shortcuts with `cd`. For example ~ can be substituted for the path to your user directory. So, to enter your user directory, just type `cd ~/`. For a quick way into Movies, try `cd ~/Movies`.

3 List directory contents

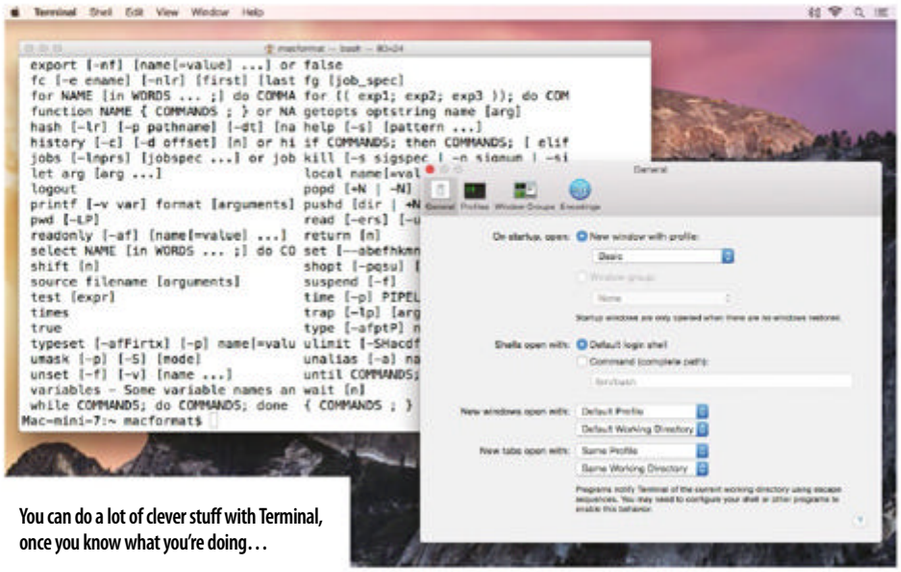
When you change directory, you'll see the new directory displayed in the terminal at the prompt. To go back to the previous one, you



can use the shortcut `cd -`. To list the contents of the current directory, use the `ls` command. This can help you to navigate around.

4 Make a directory

If you need to make a new directory, use `mkdir`. For example, to make one called 'New', type: `mkdir New`. To make a directory within an existing directory, move to it and then create a new one. So to make 'New2' inside 'New', enter `cd New`, press ↵, then `mkdir New2`.



You can do a lot of clever stuff with Terminal, once you know what you're doing…

5 Directory structure

To create a directory structure made up of several nested folders (with one inside the other), you can use a single command by using `mkdir` and the `–p` switch. To make folder 1 inside folder 2, which is in turn inside folder 3, try `Mkdir –p folder3/folder2/folder1`.

6 Moving and copying

The command for copying is simply `cp`; the one for moving is `mv`. So, to copy a file 'text.txt' in the same directory use the following command: `cp text.txt text1.txt`. The copy file needs to be given a new name to prevent the original being overwritten. This isn't necessary if you're changing directory. Assuming 'text.txt' is in your user directory and you want to copy it to the Documents directory within it, you could use `cp text.txt ~/Documents/text.txt`, or to move it, `mv text.txt ~/Documents/text.txt`.

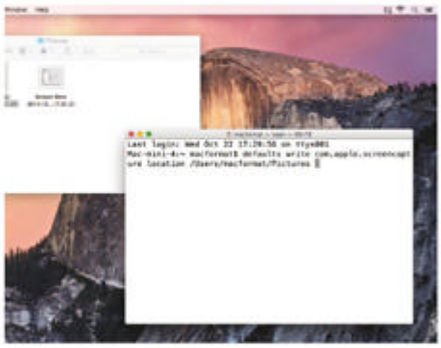
To copy or move something from a different directory (not the one you're working in), specify it with the source file. So to copy 'text.txt' from the Documents folder to the Music folder, use `cp ~/Documents/text.txt ~/Music/text.txt`. To move it, substitute `mv` for `cp`.

7 Check which folder you're in

It's not always immediately obvious to tell what folder you're in when working in Terminal. To find out exactly where you are, use the command `pwd` ('present working directory'). Then use the `list` or `ls` command to find out what's in that directory.

8 Change grabs save location

Let's move on to some more advanced commands. By default, screen grabs are saved to your Desktop, and that causes clutter.



A better bet is to stash them somewhere else, such as in `~/Pictures`. To do this, use `defaults write com.apple.screencapture location /Users/[your username]/Pictures; killall SystemUIServer`.



9 Create a Dark Mode shortcut

Like Yosemite's Dark Mode, but not having to use System Preferences to activate it? Use `sudo defaults write /Library/Preferences/.GlobalPreferences.plist _HIEnableThemeSwitchHotKey -boolean true`, log out and log in again. Now you can toggle Dark Mode via ⌘+ctrl+⌥+T.

10 Expand Save dialogs

Save dialogs in OS X start off with a basic layout, and require you to click the arrow at the right of Save As to expand them. However, using Terminal you can change this. Use the command `defaults write -g NSNavPanelExpandedStateForSaveMode -boolean true` to enable the expanded mode by default. Very handy!

11 Make Help a normal window

Make the Help window behave like a normal one by using `defaults write com.apple.helpviewer DevMode -boolean true`. Now instead of always appearing and sitting on top of all the other windows, it can be stacked just like any other window.

12 Convert text to audio

Using Terminal, you can convert text documents to audio. Type `say -o savedaudiofile.aiff -f` (with a trailing space), drag your text file into the window and hit ⏎. An AIFF file will be saved in your present working directory. (Use iTunes to convert it to MP3 or AAC.)

13 Show hidden apps in the Dock

The OS X Dock displays which apps are running, but unfortunately it doesn't indicate those that you've hidden. Use the following command: `defaults write com.apple.Dock showhidden -boolean yes; killall Dock`. The Dock icons of any apps that you've hidden will now be semi-transparent.

14 Add a Recents Dock folder

Run `defaults write com.apple.dock persistent-others -array-add '{"tile-data" = {"list-type" = 1;}; "tile-type" = "recents-tile";}'; killall Dock`. After it restarts, the Dock has a new stack at the right-hand side, showing recent apps. Right-click it for recent files or servers.

Get the look!

By default, Terminal uses 11pt Menlo Regular for its font. This can be altered in the Profiles section of its preferences, which also includes a number of alternative predefined themes.

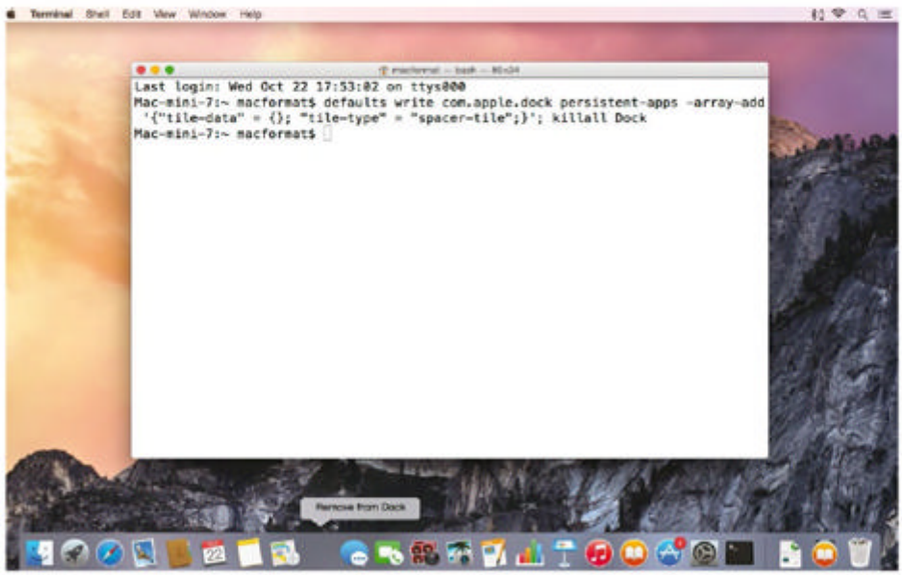


15 Add a Dock spacer

Run `defaults write com.apple.dock persistent-apps -array-add '{"tile-data"= {}; tile-type = "spacer-tile";}'; killall Dock`. Each time you do so, a blank spacer will be added to your Dock. These can be dragged to visually organise your apps. Right-click one if you want to remove it.

16 Safe as houses

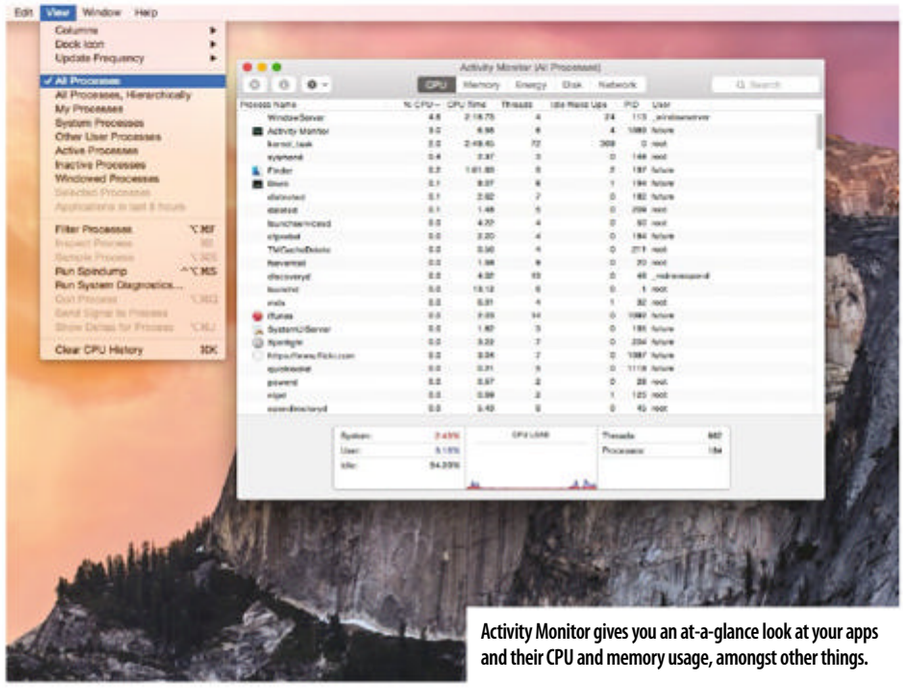
You should be perfectly safe using the Terminal commands outlined on these pages. However, if you get more into Terminal and start a bit more experimenting, it might be wise to back-up your Mac first. Have fun!



Understand Activity Monitor

Troubleshoot your Mac or just understand it better with this tool

Activity Monitor is where you can keep a check on what's happening on your Mac behind the scenes. It's your first port of call if overall performance feels slow, or if an individual app becomes unresponsive. Open it by browsing to Applications > Utilities in the Finder. All sorts of complex things take place in the background while you're using your Mac. OS X's interface masks a technical set of processes and hardware/software interactions that make everything run smoothly. You might ordinarily have no need to uncover these things, but even if there's nothing wrong right now, understanding Activity Monitor can help you spot potential problems.



Activity Monitor gives you an at-a-glance look at your apps and their CPU and memory usage, amongst other things.

1 CPU activity

The CPU tab shows overall CPU load at the bottom of the window. Double-click it to see how that load is distributed among the cores of your Mac's processors. This window can stay on screen even when the main one is closed, and on top of other windows if Window > Keep CPU Windows on Top is on.

2 Memory usage

Available RAM might run low if you keep lots of apps open. OS X attempts to compress the data used by apps that are open but inactive, to make more available where it's needed. In the Memory tab, monitor it with the Memory Pressure graph. If the level is elevated, look at the list above to see if apps you're not using are taking a lot of RAM, and close them.

3 Network connection

The Network tab's graph can reveal an erratic network connection. Click Packets above the graph to switch to visualising the rate of data transmission. If there's little to no activity when you expect otherwise, use the Spotlight menu to open Network Utility and use that app's Ping tool to see if your Mac can communicate with devices on your network and beyond it.

4 Process sorting

You can show processes according to their type using the View menu. You can show active and inactive processes, system and user processes, and Windowed processes – apps which create windows, even if none are currently open, or which run in full-screen mode. Showing only user processes gives a clearer view by hiding those managed by OS X, which rarely need intervention.

6 App Nap

The Energy tab's App Nap column indicates whether an app supports this feature, which can prolong a portable Mac's battery life. Compatible apps that aren't on-screen and aren't doing things such as playing music in the background are slowed to reduce their impact on battery life, until brought to the foreground. It's worth checking for updates to your apps to support this.

7 Filter processes

If you need to quickly find a process to determine how it's behaving, type its name into the search box to reveal its status. This saves you sorting the list and sifting through it; you just need a decent idea of what the name of the process might be. A visit to the excellent triviaware.com/macprocess/all can reveal the function of process names, and whether they are part of OS X or potentially malicious.

8 Process name

The name of a process usually gives you a good idea of what it is – in the case of apps like iTunes, Word or Photoshop, you'll be able to tell at a glance. The Process ID is also useful to know if you ever have to force-terminate a process using the Terminal, but that's for more expert users. The more esoteric process names are for system-level programs, and really shouldn't be fiddled with.

9 Stuck processes

A process that's listed in red is deemed 'unresponsive'. This can occur when the process is just busy with an intensive task, so you'll need to make a judgement call on whether to wait, based on what you expect the process to be doing. In extreme circumstances you can force a process or app to quit, though this might cause loss of unsaved documents and other data. To do this, select the process, click the leftmost button in the toolbar and choose Force Quit.

Dual boot with Boot Camp

Turn your Mac into a dual booting, multi-purpose computer

Have you switched to OS X from Windows? There are Mac counterparts to almost all the mainstream Windows programs, or Mac apps that can open files created with them. But perhaps you work in a specialist industry and need to use arcane Windows-only software, or you want to play Windows games. Don't worry! There are a number of ways you can run Windows software on your Mac. These include virtual environments such as Parallels Desktop (www.parallels.com) and Fusion (vmware.com). Or there's Boot Camp.

Boot Camp is a free utility that comes with OS X, and it takes advantage of the fact that Windows PCs and Macs contain the same family of Intel processors. With Boot Camp, you can choose whether to start your Mac in either OS X or Windows. Unlike the virtualisation apps just mentioned, which run both operating systems at once and thus affect performance, Boot Camp really makes the most of your hardware. You'll need your own copy of Windows to install, and Boot Camp supports only 64-bit versions of Windows 7, 8 and 8.1 – not XP or Vista.

1 Boot Camp Assistant

Open Launchpad and then open the Other folder (or go to Applications > Utilities). Here you'll find Boot Camp Assistant. This will guide you through the process of making room for Windows and gathering all the software necessary to install it. Click Boot Camp Assistant to launch it.

2 Setup Guide

You can optionally print off a setup guide to help you go through this process – unfortunately you won't be able to use your computer for reference as you partition the drive and install Windows. Also make sure that you have made a complete backup of your data before you hit the Continue button.

3 Select Tasks

If you need to create an installation USB flash drive from an ISO image, select the option here (If you have a DVD drive, you don't need to do this). Make sure you tick both 'Download the latest Windows support drivers from Apple' and 'Install Windows 7 or later version'.

4 Support software

If you're not creating an installation USB drive, you'll need to put the Windows drivers onto a CD or DVD or copy them to an external drive that's readable by Windows, formatted as MS-DOS (FAT). Choose, and click Continue.

5 Download software

The Boot Camp Assistant carries out the tasks you've selected, downloading the support software and then prompting you for a blank CD/DVD or the external drive to write it to. If you're creating a full USB install disk, it will be created at this point.

6 Windows partition

You now need to create a partition on your Mac's startup disk. Boot Camp suggests a possible layout, but you can change this by clicking and dragging the line between OS X and Windows or by clicking Divide Equally. Insert your Windows disc and click Install.

7 Formatting

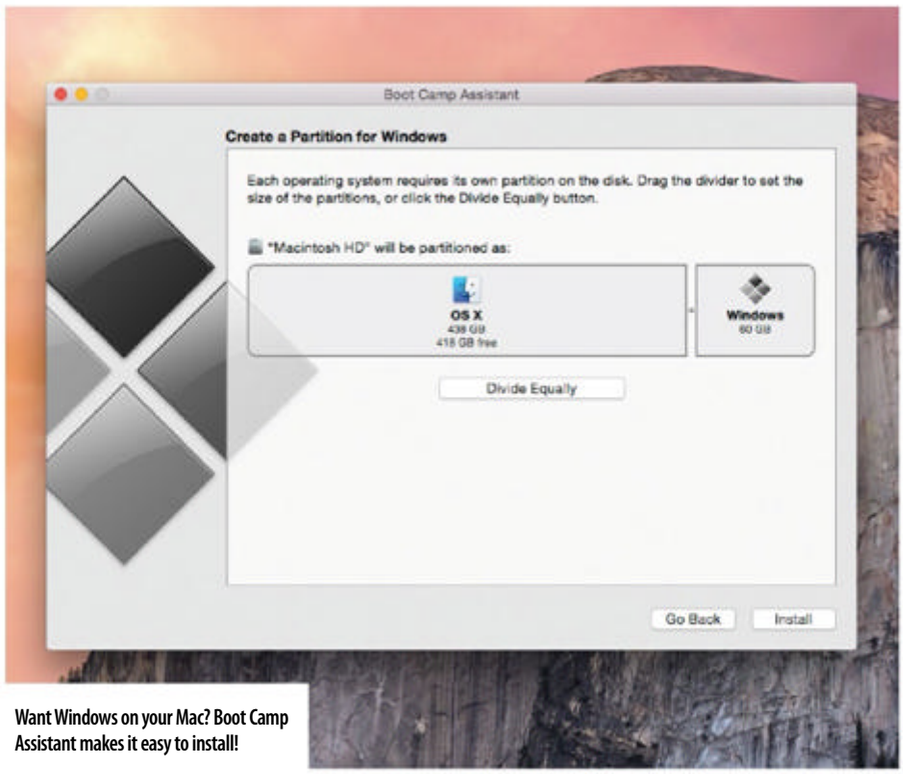
It's best to allow Windows to format the partition that will hold it. You may notice that your Mac partition isn't recognised by the Windows installer. Don't worry, it's still there – Windows just can't read the Mac file system.

8 Partition and install

The assistant will resize your OS X partition to make space for Windows. This can take some time, depending on the size of your drive and what's on it. Once the space is allocated, the new partition is created and Boot Camp Assistant prompts you to restart.

9 Install Windows

Follow the prompts to begin installing Windows (there a few screens to go through). Once you've installed Windows, insert the disc or drive containing the drivers you downloaded earlier. You'll need to install these to make good use of your Mac's hardware in Windows.



Want Windows on your Mac? Boot Camp Assistant makes it easy to install!

Technology Tips Guide



OS X YOSEMITE





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